

EX 06-43



**STATE PROCUREMENT OFFICE  
NOTICE OF AND REQUEST FOR EXEMPTION  
FROM CHAPTER 103D, HRS**

1. TO: Chief Procurement Officer  
2. FROM: Janice Wakatsuki; Vice President and Director of HR

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

Contract #06-563 expired on October 31, 2006. The vendor has not completed the tasks that were in the contract and it is critical that Randy Tom is part of the evaluation team.

4. Name of Vendor: Marsh USA, Inc.

Address: 745 Fort Street, Suite 1100  
Honolulu, HI 96813

5. Price:

\$6,000.

6.

Term of Contract: From: 12/20/06 To: 06/01/07

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State: Contract #06-563 expired on October 31, 2006. HHSC inadvertently let the contract lapse when the scope of services has not been completed. HHSC has one task remaining for Marsh to complete and the cost was originally included in the contract (\$6,000 is the remaining dollar value of the original contract). The evaluation team and Janice Wakatsuki has requested that Randy Tom with Marsh participate on the evaluation team which will include one meeting and follow up discussions from the evaluation committee.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
The original contract file includes record of small purchase form and four (4) other similar type Contractors were given the opportunity to provide a proposal and none of them responded. Marsh has already completed 3/4 of the scope of work and it is not practically or advantageous for HHSC to resolicit this remaining scope of work.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
In the future, HHSC will have a Contracting System in place to track when contracts will expire and this error should be avoided.

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

Name	Position	Involvement in Process	
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to:

Department: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

Agency shall ensure adherence to applicable administrative and statutory requirements

14. I certify that the information provided above is, to the best of my knowledge, true and correct.

*Kelley C. Roberson*  
 Kelley C. Roberson, COO & CFO  
 Department Head

*11/30/06*  
 Date

15. Date Notice Posted *11-30-06*

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer  
 State Procurement Office  
 P.O. Box 119  
 Honolulu, Hawaii 96810-0119

Chief Procurement Officer's comments:

16.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

*[Signature]*  
 Chief Procurement Officer

*12/09/06*  
 Date