

**HAWAII HEALTH SYSTEMS CORPORATION
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS**

Number: **EX13-034**

1. TO: Chief Procurement Officer

2. FROM: Dean Matro

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:

Corporate controller services, including but not limited to, functions and activities of accounting, financial planning, financial reporting, budgeting, and government programs..

4. Name and Address of Vendor:
To be Determined

5. Price: \$250,000

6. Term of Contract: From: Date of Execution To: Two Years

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State:

The HHSC corporate office was notified that the Controller will be leaving her position by the end of July 2013. The functions and activities of the Controller position is critical to the financial viability of HHSC and must not be left unattended. Executing a competitive procurement is not practicable or advantageous for the State or HHSC. Risking delay with a formal RFP will lead to the critical services not being done and is not in the best interest of HHSC or the State of Hawaii.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

The corporate office will be conducting a search using all means necessary to find a capable and qualified candidate who will be available within the timeframe specified.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

The exemption request is reviewed by Corporate Director of Contracts and HHSC senior management in accordance with HHSC policies and procedures. The President and CEO of HHSC (or his delegated CPO) approves the exemption requests covering more than once facility and in accordance with internal procurement policies and procedures. HHSC policies and procedures will be followed and periodic reviews of the contract action will be performed.

11. 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	
Carrie Nakano	Controller	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Joe Evanoff	Director of Contracts	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Dean Matro		<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Edward Chu	Corporate CFO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration

12. Direct inquiries to:

Contact Name: Dean Matro
Phone Number: 808-733-4662

Agency shall ensure adherence to applicable administrative and statutory requirements

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


Department Head (Print: Joe Evanoff)

6-7-13
Date

Reserved for CPO/Delegee Use Only

14 .Date Notice Posted: _____

The CPO 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 (7) calendar days or as otherwise allowed from the above posted date to: Chief Procurement Officer, HHSC, 3675 Kilauea Ave., Honolulu, Hawaii 96816

Chief Procurement Officer's comments:

15. APPROVED

DISAPPROVED:

NO ACTION REQUIRED

HHSC Chief Procurement Officer - *Signature*

Date