

**DEPARTMENT OF EDUCATION - OFFICE OF FISCAL SERVICES
REQUEST and NOTICE OF EXEMPTION FROM PROCUREMENT**

PART I - REQUEST FOR EXEMPTION FROM PROCUREMENT

1. TO: DOE Chief Procurement Officer (send completed original form to OFS Procurement and Contracts Branch)

FROM: Hana High and Elementary School
(Name of School or Program)

The school/program named above requests a procurement exemption as follows below.

2. This exemption is requested pursuant to:
 §103D-102(b)(4), HRS and Chapter 3-120, HAR or
 §103F-101(a)(4), HRS and Chapter 3-141, HAR

3. Island/District: Statewide or
 Oahu Hawaii Kauai Maui

4. Description of the proposed purchase (attach additional sheets if necessary):
 Indicate one category: good service construction Health/Human service professional service
 Brief description: The Read Aloud America program promotes reading aloud and helps parents and children share good books to build a lifelong love of reading

5. Vendor Information
 Name: Read Aloud America Inc.
 Address: 1314 S King St Ste 64, Honolulu, HI 96814

6. Term of Contract
 From: Approval date
 To: June 30, 2017
w/ 4, 12-mo extension

7. Total Cost:
\$63,000 / year (not to exceed)

8. Explanation describing how procurement by competitive means is either **not practicable or not advantageous** to the State (attach additional sheets if necessary):
 Read Aloud America is a Hana Community Partner in the 21st Century Community Learning Centers Grant and has been involved in planning an interconnected program which supports the community of Hana.

The READ ALOUD PROGRAM (RAP) is a simple direct family program which promotes reading aloud and provides training for parents to help their children improve their reading by sharing good books and developing a lifelong love of reading. RAP has a high school family participation rate and parents are supportive in the continuation of the efforts of the program. RAP helps to prepare students to be college and career ready and to show growth in academic areas.

In Fall of 2013 Hana school had 6 sessions of the RAP with an average attendance of 265 per session. 89% of the total K-12 school population attended at least one session, with 41% attending 4 or more. Parents exit survey statistics indicated: 91% think their kids read more as a result of RAP. 85% indicated they had read more and 56% said they were more involved in their child's learning because of RAP. 68% of teachers believe that since having RAP at the school students' behaviors and attitudes have improved. 100% of students enjoy coming to RAP. 54% like reading more because of RAP. 61% say school is easier or more fun because of RAP.

Given that the grant names RAP and details the partnership with RAP, the results experienced with RAP, RAP's high participation rate, and the future partnership between Hana and RAP, it is not practicable nor advantageous to procure by competitive means.

9. Details of the process or procedure to be followed in selecting the vendor to **ensure maximum fair and open competition** as practicable (attach additional sheets if necessary):

In Fall of 2015 Hana School solicited community partners to participate in the 21st Century grant. The grant is to provide programs to prepare our students to be college and career ready and to increase family participation. RAP applied to be part of the grant. There are no other similar programs on Maui.

10. A description of the school/program internal controls and approval requirements for the exempted procurement (attach additional sheets if necessary):
The request for exemption applies to the competitive solicitation process only. All other aspects of the procurement code will be complied with.

11. List of school/program personnel who will be involved in the approval process and administration of the contract (attach additional sheets if necessary):

Name	Title	Involvement in process	
Richard "Rick" Paul	Principal	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Richard Young	Vice-Principal	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Ashley Estrella	SASA	<input type="checkbox"/> Approval	<input checked="" 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

12. This exemption should be recommended to the Procurement Policy Board to be considered for the list of exemptions attached to Chapter 3-120 or 3-141, HAR: Yes No

13. I hereby certify that the information provided above is, to the best of my knowledge, true and correct, and that all applicable statutory, administrative, policy and procedures have or shall be complied with.

Richard W. Paul
Administrator's Signature & Title

7/11/16
Date

PART II - NOTICE OF EXEMPTION FROM PROCUREMENT

The school/program named below intends to exempt the goods, services, or construction (as described in the request above) from procurement for good cause. The Chief Procurement Officer is in the process of reviewing this request.

Inquiries and questions about this request may be directed to:

Name/Title: Rick Paul / Richard Young
School/Program: Hana High and Elementary School
Address: 4111 hana Hwy, Hana HI, 96713
Telephone No.: 808-248-4815
email address: rick_paul@notes.k12.hi.us / richard_young@notes.k12.hi.us

Written objections to this Notice of Exemption must be received within seven (7) calendar days from the date this notice was posted, and shall be directed to:
Chief Procurement Officer, Department of Education
Procurement & Contracts Branch, OFS
94-275 Mokuola Street Room 200
Waipahu, Hawaii 96797
Telephone Number: 808-675-0130
Email address: DOEprocure@notes.k12.hi.us

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14. Chief Procurement Officer's Comments:

15. Approved
 Disapproved
 No Action

Kathryn S. Matayoshi, Superintendent & CPO

_____ Date

c: Administrator, State Procurement Office