

**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: CA Nanakuli-Waianae  
*(Name of School or Program)*

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

2. This exemption is requested pursuant to: <input checked="" type="checkbox"/> §103D-102(b)(4), HRS and Chapter 3-120, HAR or <input type="checkbox"/> §103F-101(a)(4), HRS and Chapter 3-141, HAR	3. Island/District: <input type="checkbox"/> Statewide or <input checked="" type="checkbox"/> Oahu <input type="checkbox"/> Hawaii <input type="checkbox"/> Kauai <input type="checkbox"/> Maui
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4. Description of the proposed purchase (attach additional sheets if necessary):  
 Indicate one category:  good  service  construction  Health/Human service  professional service  
 Brief description:  
 Professional development and consulting services in the areas of Leadership and Coaching in Primary Literacy, Intermediate Literacy, Special Education, RTI, Attendance Initiative, Math, Behavior Initiative, and Data Analysis. The training and coaching will be with teachers, administrators, and complex leadership teams to establish sustainable structures for ongoing support, ensuring the development of internal capacity to maintain gains made in student productivity, performance, and overall school climate.

5. Vendor Information Name: Safe and Civil Schools; Teaching Strategies Address: 21 W 6 <sup>TH</sup> Street, Eugene, OR 97405	6. Term of Contract From: 8/2016 To: 8/2017 with 5 1-yr options to renew	7. Total Cost: \$500,000/YEAR
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8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State (attach additional sheets if necessary):  
 See Attached

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):  
 See Attached

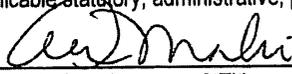
10. A description of the school/program internal controls and approval requirements for the exempted procurement (attach additional sheets if necessary):  
See Attached

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
Wendy Takahashi	School Principal, Waianae EI	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Debra Knight	School Principal, Nanaikapono EI	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Ann Mahi	Complex Area Superintendent	<input checked="" 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

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.

  
 \_\_\_\_\_  
 Administrator's Signature & Title

7-14-14  
 \_\_\_\_\_  
 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.

<p>Inquiries and questions about this request may be directed to:</p> <p>Name/Title: Earlyne Harada          School/Program: CA Nanakuli-Waianae          Address: 601 Kamokila Blvd #588, Kapolei, HI 96707          Telephone No.: 808-692-8000          email address: earlyne_harada@notes.k12.hi.us</p>	<p>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:</p> <p>Chief Procurement Officer, Department of Education          Procurement &amp; Contracts Branch, OFS          94-275 Mokuola Street Room 200          Waipahu, Hawaii 96797          Telephone Number: 808-675-0130          Email address: DOEprocure@notes.k12.hi.us</p>
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**Reserved for Procurement Office Use**

14. Chief Procurement Officer's Comments:

15.  Approved  
 Disapproved  
 No Action

\_\_\_\_\_  
 Kathryn S. Matayoshi, Superintendent & CPO

\_\_\_\_\_  
 Date

c: Administrator, State Procurement Office

- 8) The original contract with Safe and Civil was competitively procured, and the goal of this new contract would be to build upon the foundational framework that has been securely laid through various professional development sessions, one on one consulting sessions, and conferences with Safe and Civil Schools personnel. Our schools are now invested in applying all of the tools that they have been given through the last few years to guide and teach our students more effectively. This vendor has a multi-year history working with our complex area schools, and our schools have invested a lot of their resources (both fiscal and staff) into the program that Safe and Civil Schools provides called Foundations-Schoolwide Positive Behavior Support, that teaches school staff of all levels to design a positive and proactive schoolwide discipline plan to encourage student productivity and success. Being that the Nanakuli-Waianae complex area was one of two Zones of School Innovation under the Race to the top Grant, our schools were given the opportunity to explore various resources for school improvement. During that time, our schools looked into various vendors that could provide the tools to look at data to analyze the correlation between student behavior and their performance in the classroom. In addition, the schools wanted to find a vendor that could show our schools how to use the data and its findings to adjust teaching strategies, approaches, and support to encourage student performance. On a purely socio-economic level, the consultants at Safe and Civil schools are familiar with our students, and their unique struggles and obstacles that often prevent educational growth and success. Furthermore, in order to properly orient oneself to the intricacies of our complex schools and clientele, a vendor would require an increased amount of time and effort to properly establish a successful system of support for our students. Our complex schools cannot afford the increased amount of time and fiscal resources that would be necessary if a new vendor were to be selected. It would not be practicable or advantageous to go with a different vendor at this juncture, as the schools are in a phase of implementation, and without a continued partnership with Safe and Civil schools, there wouldn't be a way to validate and adjust teaching strategies that they have invested the last few years learning about and applying.
- 9) To ensure maximum and open competition, the original Safe and Civil contract (CO-10357) was competitively procured. It would be difficult for the school administration and teachers to work with another vendor since Safe and Civil Schools have already implemented their Foundations for schoolwide Positive Behavior Support and their consultants understand the uniqueness of the schools in these complexes, so it makes for an easier transition into a new contract if the same vendor continued the program that the schools currently use.
- 10) The NW Complex requests exemption from the competitive solicitation process. All other aspects of the procurement code shall be complied with where possible. The school principals, along with the CAS, will be responsible for the negotiation, execution, and evaluation of said contract with the vendor. Expectations of professional development sessions and consulting services will be set forth in the contract, and upon successful completion of said deliverables, complex area administrators will approve the payments made to the vendor. The payment schedule for services will be documented in the contract.