

**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: Office of Human Resources (OHR), Personnel Development Branch (PDB), Teacher Induction Center  
*(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:

Data collection services to 1) analyze local student and teacher level data comparing differences in outcomes between Full-Release and School Level mentoring programs in the pilot and statewide, and 2) analyze beginning teacher retention data for SY 16-17 for multi-year comparison in Hawaii DOE.

5. Vendor Information  
Name: New Teacher Center  
Address: 110 Cooper Street, Suite 500  
Santa Cruz, CA 95060

6. Term of Contract  
From: Upon Approval  
To: June 30, 2018

7. Total Cost:  
\$51,100.00

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State (attach additional sheets if necessary):

It would not be practical or advantageous to competitively procure the data collection services as the Castle Foundation has provided funding to the Hawaii DOE for services to be performed specifically by New Teacher Center (NTC) to perform the data collection services because of their past experience and success doing a similar project on a larger scale for a recent Federal i3 grant they were awarded, and as means to quantify the impact of Hawaii's Mentor Pilot Project implemented in partnership with NTC from 2014-2017.

NTC already has the multi-year data and has already previously performed the analysis and reporting for previous years. Procuring a new vendor would cause a major delay as a significant amount of time would be needed to resolicit the services and to allow the new vendor to become acclimated and up-to-date on details of the three year pilot work, and the analysis and reports previously completed. There would also be a delay in accessing the mentor data that is currently tracked in this vendor's online Learning Zone platform.

The data collection is vital to the DOE's Induction and Mentoring state priority strategy as it will inform state and complex area leadership on the impact of different mentoring models to support budget and program decision-making.

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): sole bidder

The named vendor was initially selected as a result of a competitive procurement which took place in 2012. This proposed request will facilitate completion of the data collection services needed to evaluate the impact of the vendor's multi-year work with the Hawaii DOE on building out a system of high quality teacher induction.

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

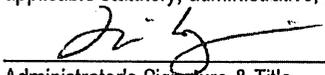
The DOE Induction and Mentoring Educational Specialist along with the Leadership Institute, Complex Area Superintendent on Assignment, will be responsible for oversight of all contract requirements and deliverables. The DOE Educational Specialist will also review and certify invoices for payment which are then reviewed and approved by the Leadership Institute, Complex Area Superintendent on Assignment.

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	
Teri Ushijima	Complex Area Superintendent on Assignment	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Keri Shimomoto	Educational Specialist	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Carol Tsukamoto	Educational Specialist	<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.

 CAS on Assignment 7/22/16  
 Administrator's Signature & Title 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: Keri Shimomoto, Educational Specialist          School/Program: OHR, Teacher Induction Center          Address: 641 18<sup>th</sup> Avenue, Room V-201, Honolulu, HI 96816          Telephone No.: (808) 733-4130          email address: keri_shimomoto@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