

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

16 AUG 23 10 53

PART I - REQUEST FOR EXEMPTION FROM PROCUREMENT

1. TO: DOE Chief Procurement Officer (**send completed original form to OFS Procurement and Contracts Branch**)
 FROM: OCISS/SRR/GEAR UP
 (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 checked="" type="checkbox"/> Statewide or <input 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:
Two GEAR Up College Tours to the Southern California and Northern California areas for college visits and tours. Total costs include travel coordination services (travel agent), out of state air fare, baggage fees, hotel accommodations, ground transportation, per diem and admission fees.

5. Vendor Information Name: Various Address:	6. Term of Contract From: Upon Approval To: July 22, 2017 w/ one 12-month extension	7. Total Cost: \$300,000 (not to exceed, estimated)
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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):
 DOE GEAR UP staff, students and chaperones from selected Title I High Schools are to visit and tour college campuses in the Southern and Northern California areas to inspire students from Title I High schools to become active leaders in their schools and to continue learning toward the realization of their college and career goals. The travel will be during Spring and Summer Break, with travel for approximately 31 travelers (students and chaperones) taking place between March 19-25, 2017 and July 16-22, 2017 respectively. Procurement by competitive means is neither practicable nor advantageous as group air and hotel arrangements must be made immediately to ensure best and most economical rates as pricing is competitive during spring break and the summer months. Certain arrangements will be dictated by colleges that will be visited. In addition, the current market conditions, especially for airfare which would make up the majority of the costs, fluctuate continuously making it difficult to lock in rates for any period of time.

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):
 DOE GEAR UP will solicit informal (in accordance with small purchase procedures and requirements) quotes in writing or via internet from various travel agencies and other travel service providers (e.g. shuttle) as required by the travel procedures. Vendor is selected based on the best value meeting the needs of the College Tour, unless otherwise justified, and subject to travel procedure requirements.

10. A description of the school/program internal controls and approval requirements for the exempted procurement (attach additional sheets if necessary):
DOE GEAR UP requests exemption from the formal competitive solicitation process; all other aspects of the procurement code shall be complied with wherever possible. The normal internal process for payments using the DOE's financial management system and completing the standard travel documentation and approvals shall apply.

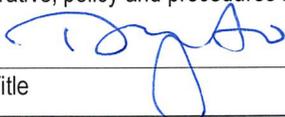
11. List of school/program personnel who will be involved in the approval process and administration of the contract (attach additional sheets if necessary):

Name	Title	Involvement in process	
C. Suzanne Mulcahy	Assistant Superintendent	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Sandra Goya	Director, OCISS	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Monica Mann	Director, OCISS	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Dan Miyamoto	Administrator, SRRS	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Adele Wada	Educational Specialist, GEAR UP	<input type="checkbox"/> Approval	<input checked="" 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.

Dan Miyamoto, Administrator
Administrator's Signature & Title



02/15/16
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: Adele Wada, Educational Specialist
School/Program: GEAR UP
Address: 475 22nd Avenue, Hon., HI 96816
Telephone No.: 808-305-9720
email address: Adele_Wada@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

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