

**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: Department of Education, Leeward District, Campbell-Kapolei Complex Area  
(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:  
*Evaluation of Campbell-Kapolei complex Area (CKCA) Department of Defense Education Activity (DoDEA) Grant*

5. Vendor Information  
 Name: *Research Triangle Institute dba RTI International*  
 Address: 3040 E. Cornwallis Road, Research Triangle Park, NC 27709

6. Term of Contract  
 From: *Upon Approval*  
 To: *July 31, 2021*

7. Total Cost:  
*\$45,000 (estimated, 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):

*CKCA was recently awarded a 5 year (FY2017-FY2021) DoDEA grant to enhance student academic achievement, learning opportunities, and professional development at three targeted high military impacted schools in the Campbell Complex. This is the second CKCA DoDEA grant, the first was awarded last year FY2016. The grant requires external evaluation of grant activities by documenting the progress of meeting the grant goals. RTI serves as the external evaluator for the FY16 Grant. Founded by Duke University, North Carolina State University, and the University of North Carolina at Chapel Hill, RTI was selected through a competitive process based on its qualifications and extensive experience in conducting quality education evaluations, rigorous students and surveys, and analytic research for public- and private-sector clients that assess and improve the quality of education programs throughout the US for more than three decades. They are already familiar with the stringent requirements of federal grants, as well as our complex area schools, our grant application, and the established grant goals. As our FY17 grant budget for external evaluation services is limited (\$7,500/year over the 5 year FY17 grant, plus actual travel expenses for the assigned Evaluator to attend the mandatory post-award meeting), we are hoping to leverage our funds by eliminating duplicative services between the FY16 and the FY17 grants. For the reasons stated herein, we respectfully request exemption from the formal competitive solicitation process as it is neither practicable nor advantageous.*

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):

*CKCA has already publicly advertised for FY16 grant external evaluation services and awarded the resultant contract to RTI based on their extensive qualifications and experience.*

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

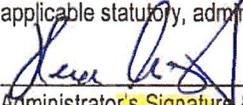
*Exemption from the formal competitive solicitation process (only) is requested; all other aspects of the procurement code shall be complied with wherever possible. The normal internal process for payments using the DOE's financial management system and completing the standard travel documentation and 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):

<u>Name</u>	<u>Title</u>	<u>Involvement in process</u>	
Heidi Armstrong	Complex Area Superintendent	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Catherine Palmer	District Education Specialist	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Richard Fajardo	School Renewal Specialist	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
School Principals		<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

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.

 \_\_\_\_\_, Complex Area Superintendent  
 Administrator's Signature & Title SEP 1 2016  
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: Tammy Keller, Business Manager          School/Program: HIDOE LD Campbell-Kapolei Complex Area          Address: 601 Kamokila Boulevard          Telephone No.: 808-692-8000          email address: Tammy_Keller@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

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 Kathryn S. Matayoshi, Superintendent & CPO Date

c: Administrator, State Procurement Office