

**EAST HAWAII REGION**  
**NOTICE OF AND REQUEST FOR EXEMPTION**  
**FROM COMPETITON**

# 18-0002

1. TO: Regional Chief Procurement Officer  
 2. FROM: Sam Nelson Senior Contract Manager

Department/Division/Agency  
 Pursuant to East Hawaii Region Policy PUR 017, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction: Short Term Specialty Staffing Services	
4. Name of Vendor: The Advisory Board  Address: 2445 M Street NW Washington, DC 20037	5. Price: \$200,000
6. Term of Contract: From: 11/1/17 To: 6/30/17	7. Prior Exemption Ref. No. N/A
8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State: The recent departure of the incumbent business office manager is causing increased expense and revenue loss that requires the position to be immediately filled. As time is of the essence, HMC inquired of current consulting firms that we have worked with as to the availability of being able to provide qualified consultants to fill the Business office manager on a short term basis. The Advisory Board is able to provide a candidate with desired qualifications who can mobilize and be on site in a short period of time. The Advisory Board has worked with HMC in Business Management areas and is uniquely positioned to provide a short term consultant to assist in filling this position on a short term basis	
9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: This agreement has been expedited to fill an immediate need due to a sudden departure of the incumbent from this position. A replacement will be located and the need for these services will not be required. The Advisory Board was the only firm we could find that could offer qualified staff for this immediate short term assignment.	
10. A description of the agency's internal controls and approval requirements for the exempted procurement: All requests for procurements are reviewed by the Compliance Officer, the CFO & CEO prior to any work beginning on the Agreements. Once the procurement is complete, both the CFO & CEO again review the final paperwork prior to sign off by HMC.	

11. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

Name	Position	Involvement in Process	
Dan Brinkman	East Hawaii Region CEO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Joni Waltjen	East Hawaii Interim Region CFO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Sam Nelson	Senior Contract Manager	<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. Direct inquiries to:  
 Department: Contracts Management  
 Contact Name: Sam Nelson  
 Phone Number: 808 932-3113  
 Fax Number: (808) 933-2793

13. This exemption should be considered for list of exemptions in to Chapter 3-120, HAR: YES  NO   
 Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*

\_\_\_\_\_  
 Department Head – Sam Nelson

October 24, 2017  
 Date

Reserved for RCPO/Designee Use Only

15. Date Notice Posted 10/25/2017 Posted ck

The Head of the Purchasing Agency is in the process of reviewing this request for exemption from East Hawaii Region Procurement Policies. Submit written objections to this notice to issue an exemption from East Hawaii Region Procurement Policies, within seven (7) calendar days or as otherwise allowed from the above posted date to:

Regional Chief Procurement Officer  
 East Hawaii Region  
 1190 Waianuenu Ave.  
 Hilo, Hawaii 96720

Regional Procurement Officer's comments:

16.  **APPROVED**  **DISAPPROVED**

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 Regional Chief Procurement Officer Date