

EAST HAWAII REGION
NOTICE OF AND REQUEST FOR EXEMPTION
FROM COMPETITON

1. TO: Regional Chief Procurement Officer
2. FROM: Gary L. Callahan, Senior Contract Manager

EX #19-0009

Department/Division/Agency

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

<p>3. Description of goods, services or construction: Remote assistance for compiling & preparing to file financial reports for Budget & Finance.</p>	
<p>4. Name of Vendor: Health Systems Informatics, Inc.</p> <p>Address: 16306 Agate Point Road, Bainbridge Island, WA 98110</p>	<p>5. Price: \$ 50,000.00 NTE</p>
<p>6. Term of Contract: From: 6/01/2019 To: 5/31/2022</p>	<p>7. Prior Exemption Ref. No. N/A</p>
<p>8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State: The vendor has provided this Report assistance for a few years under a separate agreement which has expired. This firm already has the programs and background files developed to assist us immediately. If we were to issue a solicitation, evaluate & award a new contract, that would take at a minimum one & 1/2 month. Even then, a new vendor would have to develop the programs & files just to begin to assist us. It is most important that we not waste time as our current fiscal year ends shortly.</p>	
<p>9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: As a rule, as noted above, we would issue a solicitation, allow at least 4 weeks for vendors to respond. All responses would be evaluated & make a selection to award a new agreement. Meanwhile our fiscal year will have ended by that time & it would be impossible to submit our financial reports to all recipients on time.</p>	

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

Our Region has policies & procedures for filing for exempted procurements. The posting of this for is the beginning of that procedure. This form will be posted on the Region's website for public notice period of seven (7) days. After that time, the form will be submitted to our CEO for approval and sign off.

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	CEO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Joni Waltjen	CFO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Gary Callahan	Senior CM	<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: Contract Management
 Contact Name: Gary Callahan
 Phone Number: 808-932-3112
 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

 June 18, 2019
 Date

Reserved for RCPO/Designee Use Only

15. Date Notice Posted: June 18, 2019

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 Waiuanuenue Ave.
 Hilo, Hawaii 96720

Regional Procurement Officer's comments:

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

 Regional Chief Procurement Officer Date