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DEPARTMENT OF BUDGET AND FISCAL SERVICES
NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

14 JUL 14 A9:21
PURCHASING DIV
BUDGET & FISCAL SVCS
CITY OF HONOLULU

TO: Chief Procurement Officer

FROM: Department of Human Resources/Employment & Personnel Services
Department/Division/Agency

Pursuant to HRS §103D-102(b)(4) and HAR Chapter 3-120, the Department requests a procurement exemption to purchase the following:

1. Description of goods, services or construction:
Requesting exemption for purchase of examination material for the hiring of City employees.

2. Name of Vendor: TBD Address:	3. Amount of Request: $24,500
4. Term of Contract: From: Approval Date To: ~~12/31/14~~ 6/30/2015	5. Prior Exemption Ref. No. 499

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
We review examination products from different vendors. Vendors have different stock tests with various testing formats. Each vendor has unique test items and oftentimes specializes in a particular area. We also review test validation and statistical reports. Based on our job analysis of the position tested for, we then determine which product meets our testing needs.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Because of the confidential nature of examinations, it is not practical to issue public notices. We take utmost care in protecting the integrity of test materials. Vendors are contacted individually and, in most cases, we enter into test security agreements to review copies of test materials. These test materials are copyrighted publications.

Test materials are reviewed by the Examination Specialist who recommends the best vendor for the particular examination we are testing for. Selection is reviewed and approved by the Branch Chief.

8. Identify the primary staff person(s) responsible for this procurement.

Name	Agency/Division	Phone Number	Email Address
Carolee Kubo	Human Resources Administration	768-8500	ckubo1@honolulu.gov
Vera Onouye	Employee & Personnel Services	768-8520	vonouye@honolulu.gov

Gayle Nakamura	Exam Branch	768-8529	gtnakamura@honolulu.gov

Direct inquiries to:	Department: Department of Human Resources Contact Name: Gayle Nakamura Phone Number: 768-8529 E-mail: gtnakamura@honolulu.gov

Agency shall ensure adherence to applicable administrative and statutory requirements

To the best of my knowledge I certify that the information provided above is true, correct, and that there is no conflict of interest related to this procurement.

Carrie C. Kubo 7/11/14

Department Head Date

Reserved for BFS Use Only

Date Notice Posted_____

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
Department of Budget and Fiscal Services
530 South King Street, Room 115
Honolulu, Hawaii 96813
bfspurchasing@honolulu.gov

Chief Procurement Officer's comments:

☐ **APPROVED** ☐ **DISAPPROVED** ☐ **NO ACTION REQUIRED**

Chief Procurement Officer Date