



**STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D**

TO: Chief Procurement Officer

FROM: Department of Parks and Recreation
Name of Requesting Department

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

1. Describe the goods, services or construction: A third party investigation is being requested by the Department as this is an employee complaint for a Violence in the Workplace. The quote is in the range of \$16,500 - \$25,000, and to be conservative, the Department has opted to chose the higher range.

2. Vendor/Contractor/Service Provider: Marr Jones & Wang, LLC	3. Amount of Request: \$ 26,000
4. Term of Contract From: 15-Nov To: 12/31/2021	5. Prior SPO-007, Procurement Exemption (PE):

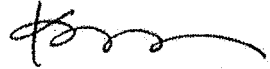
6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: As the complaint and investigation process is time-sensitive, it is not advantageous for the department to procure by competitive means. The Department takes employee complaints seriously and ensures timely resolution to these issues. In addition, workplace safety and operations can be affected if not acted upon quickly.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: The firm was recommended to the Department by Corporation Counsel for use in conducting other internal employee investigations as there currently is only one investigator in the Department of Corporation Counsel. Due to the nature of the the complaint, the Department of Parks and Recreation would like to utilize the recommended firm.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).
 *Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Roxanne Pasalo*	Department of Parks and Recreation	808-270-7948	marci.sato@co.maui.hi.us

All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided above is, to the best of my knowledge, true and correct.



11/15/2021

Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 11/15/21

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

jared.masuda@co.maui.hi.us

Chief Procurement Officer (CPO) Comments:

- Approved
 Disapproved
 No Action Required



Chief Procurement Officer Signature

NOV 22 2021

Date