

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

TO: Chief Procurement Officer

FROM: Lori Tshako, Department of Housing and Human Concerns
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:
Federally funded rent and utility assistance program. Funds were passed through the State Department of Budget and Finance to the County of Maui's Department of Housing and Human Concerns. RFP No. 20-21/P108 resulted in the selection of Catholic Charities Hawaii as the vendor for this program. Contract C7362 was recertified due to the State's decision to remove \$10mil in funding from ERA1 and replace it with \$10mil in ERA2 funding. DHHC wishes to execute a new contract with CCH for the \$10mil in ERA2 funding because eligibility and program scope have been revised by the Federal government. Re-allocated federal funding will also be added to this contract to support additional housing stability services for recipients of rent and utility assistance.

2. Vendor/Contractor/Service Provider: Catholic Charities Hawaii	3. Amount of Request: \$ 11,000,000
4. Term of Contract From: 7/1/2022 To: 7/1/2024	5. Prior SPO-007, Procurement Exemption (PE):

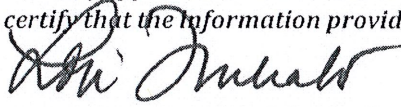
6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
Catholic Charities Hawaii has been providing the service of determining eligibility of applicants and providing assistance to Maui County residents for more than a year. They have the programmatic and administrative infrastructure to continue operating this program with fidelity to the federal, state and county standards imposed on them. CCH has proprietary software that has identified fraudulent applications, and has been assertive in reporting cases of fraud to law enforcement. The agency has also been subject to and have had satisfactory audits with no findings during the period of our contract for ERA1 funds. CCH additionally has cooperated and successfully managed all levels of compliance monitoring. DHHC believes that undergoing another competitive process for ERA2 funds will unnecessarily and negatively impact those residents who are depending upon this assistance to help them remain housed and avoid eviction, and those who are in arrears or in payment plans due to utility bills not having been paid.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
DHHC previously conducted a procurement (RFP 20-21/P108) and selected Catholic Charities Hawaii from a list of several other providers. The Department requests an exemption from further procurement to allow for programmatic continuity and to avoid negative impacts of administrative delays on county residents who need financial assistance for rent and utilities.

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
Lori Tsuhako*	DHHC	270-7478	loriann.tsuhako@co.maui.hi.us
Linda Munsell	DHHC	270-7146	linda.munsell@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.*



 Department Head Signature

6/20/2022

 Date


For Chief Procurement Officer Use Only

Date Notice Posted: 6.20.22

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:
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approved Disapproved No Action Required



 Chief Procurement Officer Signature

 Date