



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

TO: Chief Procurement Officer

FROM: 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:
Financial reporting services, preparing and submitting the FDS (Financial Data Schedule) to REAC (Real Estate Assessment Center), VMS (Voucher Management System) validation assistance, assessment of PHA compliance with HUD's financial management and financial reporting requirements, review of general ledger, staff training on general ledger.

2. Vendor/Contractor/Service Provider:	Nan McKay and Associates	3. Amount of Request:	\$ 25,000.00		
4. Term of Contract From:	07.01.2023	To:	06.30.2024	5. Prior SPO-007, Procurement Exemption (PE):	N/A

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
The Housing Choice Voucher Program has been utilizing the professional services of Nan McKay and Associates since 2015. From this time to current, the same consultant has been working with the division to ensure the financial management of the program is maintained according to HUD guidelines. Nan McKay and Associates has become familiar with the financial records of the division and is knowledgeable of the format of the General Ledger and currently has access to the division's Voucher Management System information. It would not be advantageous for the division to procure by competitive means for it would require other organizations much time and training to familiarize themselves with the division's method of record keeping, accounting, portability tracking, and HAP and Admin workbooks. Furthermore, Nan McKay and Associates has knowledge of what is required during the audits completed by N&K CPAs with results often leading to no material findings.

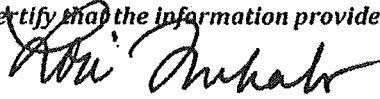
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
In the past, the prior Accountant reached out to various vendors to obtain quotations for purchase of services. However, some of the vendors were not familiar with the method of record keeping for the division, did not have the resources to support a Housing Authority in Hawai'i, and were not willing to enter into an agreement on a as needed basis.

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
Gail M. Rumbaoa*	Housing Division-DHHC	270-7354	Gail.Rumbaoa@co.maui.hi.us
Angelina Maraya	Housing Division-DHHC	270-7185	Angelina.Maraya@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

5/23/2023

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 05/24/2023

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~~ jared.masuda@co.maui.hi.us

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

5/31/23

Date