

STATE OF HAWAII

NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

FORM SPO-H 600 INSTRUCTIONS

1. Check 'Before-the-Fact' if the request for approval is being made prior to making the purchase, or check 'After-the-Fact' if the purchase was made prior to the request.
2. Enter the title and brief description of the service.
3. Enter the legal name of the provider as registered with the Department of Consumer Affairs (DCCA) Business Registration Division, as applicable, and as it will appear on the contract, if approved. Enter the provider's address.
4. Enter the maximum total funds for this contract.
5. Enter the start and end dates of the proposed contract. The contract may begin later than the approved contract start date but may not exceed the approved end date. Use the comments field (to the right of the date fields) as needed. Keeping in mind that crisis purchases are limited to current needs only, enter the justification for the length of the contract.
6. Describe the nature of the crisis and the circumstances justifying a crisis purchase. Explain why no other method of procurement is feasible.
7. Describe the reason for the selection of the provider, or if one has not yet been selected, the process/procedure to select the provider. Include a description of practicable competition. If no competition was sought, explain why. Note: A listing of all contacts made shall be included in the procurement file including name, date and details of information requested.
8. For approvals requested after-the-fact, explain why it was not practicable to request approval prior to the purchase.
9. Enter the name, phone number and e-mail address of the point of contact for this request. Ensure the person knows they are listed as the point of contact.

Note: Requests for crisis purchases pursuant to Chapter 103F, HRS and their dispositions are located on the SPO website at www.spo.hawaii.gov, click "Health and Human Services, Chapter 103F..." and "Awards & Approvals."