DEPARTMENT OF EDUCATION - OFFICE OF FISCAL SERVICES

REQUEST and NOTICE OF EXEMPTION FROM PROCUREMENT

PART I - REQUEST FOR EXEMPTION FROM PROCUREMENT

1. TO: DOE Chief Procurement Officer **(send completed original form to OFS Procurement and Contracts Branch)**

   FROM: Office of School Facilities and Support Services (OSFSS), Safety, Security, and Emergency Preparedness Branch
   (Name of School or Program)

   The school/program named above requests a procurement exemption as follows below.

2. This exemption is requested pursuant to:
   ☒ §103D-102(b)(4), HRS and Chapter 3-120, HAR or
   ☐ §103F-101(a)(4), HRS and Chapter 3-141, HAR

3. Island/District: ☒ Statewide or
   ☐ Oahu ☐ Hawaii ☐ Kauai ☐ Maui

4. Description of the proposed purchase (attach additional sheets if necessary):
   Indicate one category: ☐ good ☒ service ☐ construction ☐ Health/Human service ☐ professional service

   Brief description: Assists in the implementation of **School Safety and Security Programs** by performing of a variety of duties, at the school-level, involving the protection of students, staff, patrons and property of the Department of Education; fosters positive school-community relations; supervises school security attendants; and performs related duties as assigned.

5. Vendor Information
   Name: Securitas Security Services USA Inc
   Address: 401 Waiakamilo Rd Suite 202

6. Term of Contract
   From: ~~02/15/2010~~ upon approval
   To: 06/30/2011

7. Total Cost:
   Not to exceed
   $1,000,000

8. Explanation describing how procurement by competitive means is either **not practicable or not advantageous** to the State (attach additional sheets if necessary):
   OSFSS is currently in the process of creating an internal DOE position to replace the contracted School Safety Manager (SSM) Program. The entire process (establish, recruit, hire, and train) is estimated to take at least a year based on information from OHR.

   The DOE's contract with Securitas has expired. The current Contractor may not recapture the award if the DOE were to competitively bid the services at this time. A change in Contractor for the remaining year would cause a disruption of services that provide a safer environment for the schools. Schools could potentially be without a safety manager. The current SSM's are all hired by Securitas Security Services and arequalified and have performed to the DOE's satisfaction.

   It would not be practicable or advantageous to stop the services of the SSM's at this point in time. It could also result in compromising the safety of our schools. This exemption request is to allow contracted work to continue only until such time that these responsibilities can be assumed by the anticipated employee positions.

9. Details of the process or procedure to be followed in selecting the vendor to **ensure maximum fair and open competition** as practicable (attach additional sheets if necessary):
   The DOE did competitively solicit for the contracted services via an Invitation for Bid (IFB), resulting in the award of the contract (now expired) to Securitas. For the term of the contract, the Contractor has performed satisfactorily under the terms of the Contract. Contracted prices/rates have changed minimally from the initial IFB offer.

P.E. No.: PE/D E10-099

Notice Posted on: FEB 22 2010

10. A description of the school/program internal controls and approval requirements for the exempted procurement (attach additional sheets if necessary):
The School principal oversees daily work and if there is a concern with the SSM the principal will call SSEPB. The SSEPB also meets monthly with Securitas to go over events at the schools and to monitor satisfactory performance. SSEPB reviews invoices and process payments via the DOE's financial system which has internal controls for payments.

11. List of school/program personnel who will be involved in the approval process and administration of the contract (attach additional sheets if necessary):

Name	Title	Involvement in process
Mark Behrens	Acting DirectorSSEPB	☒ Approval ☒ Administration
		☐ Approval ☐ Administration
		☐ Approval ☐ Administration

12. This exemption should be recommended to the Procurement Policy Board to be considered for the list of exemptions attached to Chapter 3-120 or 3-141, HAR: ☐ Yes ☒ No

13. **I hereby certify** that the information provided above is, to the best of my knowledge, true and correct; and that all applicable statutory, administrative, policy and procedures have or shall be complied with.

Acting Director SSEPB
Administrator's Signature & Title

02/18/2010
Date

PART II - NOTICE OF EXEMPTION FROM PROCUREMENT

The school/program named below intends to exempt the goods, services, or construction (as described in the request above) from procurement for good cause. The Chief Procurement Officer is in the process of reviewing this request.

Inquiries and questions about this request may be directed to:

Name/Title: Mark Behrens, Acting Director
School/Program: OSFSS, SSEPB
Address: 1042 Young Street
Telephone No.: Honolulu, HI 96814
email address: Mark_Behrens@notes.k12.hi.us

Written objections to this Notice of Exemption must be received within seven (7) calendar days from the date this notice was posted, and shall be directed to:
Chief Procurement Officer, Department of Education
Procurement & Contracts Branch, OFS
94-275 Mokuola Street Room 200
Waipahu, Hawaii 96797
Telephone Number: 808-675-0130
email address: DOEprocure@notes.k12.hi.us

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14. Chief Procurement Officer's Comments:

15. ☐ **Approved**
☐ **Disapproved**
☐ **No Action**

Kathryn S. Matayoshi, Interim Superintendent & CPO

Date

c: Administrator, State Procurement Office

P.E. No.: PE/D E10-099