

**BOARD OF WATER SUPPLY  
CITY AND COUNTY OF HONOLULU  
REQUEST FOR EXEMPTION FROM  
CHAPTER 103D**

DATE: MARCH 15, 2021

TO: ERNEST Y. W. LAU, P.E.  
MANAGER AND CHIEF ENGINEER

VIA: PROCUREMENT OFFICE *KH*

FROM: JOE COOPER  
WATERWORKS CONTROLLER  
FINANCE DIVISION

RE: REQUEST FOR EXEMPTION FROM CHAPTER 103D TO  
PROVIDE BUSINESS PROCESS CONSULTING SERVICES TO STUDY  
STOREROOM OPERATIONS

Pursuant to §103D-102(b)(4)(L), Hawaii Revised Statutes (HRS) and §3-120-5, Hawaii Administrative Rules (HAR), I am recommending that an exemption be granted from the solicitation process under the provisions of Chapter 103D, HRS, to select a contractor to award a contract to provide Business Process Consulting Services to the Board of Water Supply (BWS).

**Vendor Name & address:** TAP International  
3436 American River Drive, Ste. 9A  
Sacramento, California 95864

**Amount of the contract:** \$50,000

**Prior exemption contract numbers:** None

**A. Background:**

In order to improve the efficiency and accountability of its storeroom management and inventory accounting, the BWS plans to conduct a study to analyze those operations and make recommendations. The services provided by the consultant include: (1) document and assess the current business processes and internal controls; (2) conduct interviews with staff; and (3) develop and recommend a plan of action.

**B. Describe how procurement by competitive means is neither practicable nor advantageous to the Board of Water Supply (BWS)**

Project Category 21-39F for Business Process Consulting was advertised in the Fiscal Year 2021 Annual Notice to Providers of Professional Services posted on the BWS Procurement website on April 30, 2020. The deadline for statements of qualifications to be eligible for consideration for the entire fiscal year was on June 1, 2020. Only one submittal was received.

Given the project complexity, knowledge and resources required, the continued solicitation pursuant to §103D-304, HRS, is not expected to produce the required three qualified vendor submittals. It is highly unlikely that the use of a request for competitive proposals pursuant to §103D-303, HRS, would yield more responses than was received when the BWS posted the request for qualifications pursuant to §103D-304, HRS. Additionally, qualifications and experience are the main determining factors in selecting a vendor rather than price and as such, the use of the competitive sealed bid selection process pursuant to §103D-302, HRS, is not practicable.

**Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable**

A partnership between TAP International and Harris and Associates was the only response to the solicitation. The Waterworks Controller considered the qualifications submitted by this partnership and determined that they were qualified to successfully complete the anticipated work. The scope of this project is limited to assessing the business processes and recommending a plan of action. The implementation of any plan will be solicited separately at a later date.

**Accordingly, I recommend your approval to award a contract to TAP International to provide Business Process Consulting Services to the Board of Water Supply which will be exempt from the solicitation process of Chapter 103D, HRS. §103D-310(c), HRS, and §3-122-12, HAR (Responsibility of Offerors) shall apply. The application of this exemption will be limited to these facts and circumstances and may not be used as precedence to award any other contracts.**

I certify that the information provided above is to the best of my knowledge, true, correct.

[Signature]  
Requestor

[Signature]  
Division Head

3/12/21  
Date

3/15/21  
Date

Direct Questions to: Joe Cooper Phone: (808) 748-5105

Date of Public Notice posting: MAR 22 2021 - MAR 30 2021

APPROVED AS RECOMMENDED / NOT APPROVED

[Signature]  
ERNEST Y.W. LAU, P.E.  
Manager and Chief Engineer

3/31/2021  
Date RN

APPROVED AS TO AVAILABILITY OF FUNDS

2021-820-3021 (C21590002)  
(5900.4270)

[Signature]  
FINANCE MM  
3/17/21

3/10/21  
Date

REVIEWED AS TO PROCUREMENT FORM

[Signature]  
PROCUREMENT OFFICE mm

3/30/2021  
Date

**BOARD OF WATER SUPPLY  
CITY AND COUNTY OF HONOLULU**

March 22, 2021  
(Date Notice Posted)

**NOTICE OF REQUEST FOR EXEMPTION FROM CHAPTER 103D HAWAII REVISED  
STATUTES**

The Manager and Chief Engineer is reviewing a request for exemption from Chapter 103D, Hawaii Revised Statutes (HRS), to award a contract for Consulting Services to Study Storeroom Operations.

The award shall be made to:

Name of Vendor: TAP International  
Address of Vendor: 3436 American River Drive, Ste. 9A  
Sacramento, California 95864  
Cost: Estimated \$50,000.00

Direct any inquiries to: Kathryn Hoffman  
Address: Board of Water Supply  
Procurement Office  
630 S. Beretania St.  
Honolulu, HI 96843  
Telephone No.: (808) 748-5071

Submit written objection(s) to this Notice of Intent to Issue an Exemption from Chapter 103D, HRS within seven (7) calendar days from the date this notice was posted to:

Manager and Chief Engineer  
Board of Water Supply  
630 S. Beretania St.  
Honolulu, HI 96843  
Telephone No. (808) 748-5071

103D Exemption Reference No.: BWS 21-07-EX