(For DHRD Use Only)

DHRD Extension Request No.

Leave blank. This number is assigned by DHRD.

**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

**SHORT FORM REQUEST for EXTENSION of EXEMPTION of CONTRACTUAL SERVICES (RECS)**

(for BU1 and/or BU10-type work)

**RENEWAL CERTIFICATION STATEMENT**

**FORM INSTRUCTIONS**

Please submit this form electronically to DHRD at [dhrd.eccd.recs@hawaii.gov](mailto:dhrd.eccd.recs@hawaii.gov) at least 30 days prior to the procurement of the service.

**Criteria for Use of Renewal Certification Statement**

This form is used to request an extension for exemption of contractual services and must meet the following criteria:

* An initial (New) Request for Exemption of Contractual Services (RECS) form was submitted and DHRD approved or gave conditional approval.
* The request for renewal is identical to the initial Request for Exemption of Contractual Services.
* A HRD282V, Departmental Notification of Vendor Selected, or Quarterly Log was submitted to DHRD for the initial RECS.

If there are any changes to the information submitted on the initial RECS form or attachments, a new RECS form (Form HRD 282 with the Renewal/Extension box checked) and appropriate attachments must be submitted to DHRD with the changes highlighted in green.

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| **PART I** |
| ***DEPARTMENT AND CONTRACT INFORMATION*** | |
| **Department Control No:** This number is assigned by the requesting department as an internal control. This should be a different number than the number assigned to the initial RECS. When DHRD returns the signed Renewal Certification Statement form to the department, the form will be titled by the RECS number and not as it was titled when the department initially sent the document to DHRD. This internal department control number will enable the department to match the DHRD signed Renewal Certification Statement with their pending document. | |
| **Department:** Name of Department **Division**: Name of Division **Island:** Name of island where services are needed  **Name & Phone No. of Contact Person:** This is the person who can respond to questions about the information on the forms. | |
| **DHRD Request No (Initial RECS No.):** This is the RECS number assigned by DHRD to the initial RECS request. | |
| **Current Contract End Date**: The not- to-exceed date of the current contract. | |
| **Date of Renewal/Extension Period of Service**: **From** Start date of the renewal period **To** End date of the renewal period (not to exceed one year) | |

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| **Part II** |
| ***OTHER STATUTE, LEASED PREMISES, §76-16(b)(13)*** | |
| If any one of the boxes is checked, then skip Parts III and IV and proceed to Part V. | |

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| **PART III** |
| ***QUARTERLY LOG*** | |
| Check yes or no. A Quarterly Log is issued when various vendors are used to provide the services. There is no yearly contract with one vendor. | |

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| **PART IV** |
| ***CERTIFICATION STATEMENT*** | |
| **This box must be completed if Part II is not checked.** These are the statements to which the Departmental Human Resources Officer or designee is certifying to be true.  If the department did not request for new positions through the DHRD legislative bill or through their departmental budget, an explanation is required as to other attempts to have the contracted work be performed by civil service. | |

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| **PART V** |
| ***DEPARTMENTAL HUMAN RESOURCES OFFICER*** | |
| The Departmental Human Resources Officer or authorized designee shall sign this form as certifying the above information is true and recommending approval of the request. | |

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| **PART VI** |
| ***DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT*** | |
| Leave blank. This section reserved for the action taken by DHRD.  If approved, departments may proceed with the procurement of the service.  If the approval is conditional, departments may still proceed with the procurement of the service; however, departments are still required to make good faith efforts in seeking additional resources (e.g. work w/other department or the legislature) so that the contracted work can be performed by civil service employees.  If disapproved, DHRD will provide an explanation in the Remarks. | |

**If this Renewal Certification Statement is approved or conditionally approved by DHRD, a HRD282V, Departmental Notification of Vendor Selected, form for the extension period must be submitted to DHRD 14 calendar days after the contract is awarded.**