**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

**DEPARTMENTAL NOTIFICATION OF VENDOR SELECTED**

**For EMERGENCY CONTRACT**

(for BU1 and/or BU10-type work)

**FORM INSTRUCTIONS**

The “Departmental Notification of Contracted Services” form is used to report to DHRD information concerning the contract that has been awarded.

Please submit the completed form to [dhrd.eccd.recs@hawaii.gov](mailto:dhrd.eccd.recs@hawaii.gov) within 5 working days of awarding the contract.

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| **DEPARTMENT CONTROL NO.**: This number is assigned by the requesting department as an internal control.  When DHRD returns the signed RECS form to the department, the RECS 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 to the department to match the DHRD signed RECS form with their pending document. |

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| **PART I** |
| **DHRD REQUEST NO.:** Leave blank. This number is assigned by DHRD. | |

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| **PART II** |
| **DEPARTMENT:** Name of Department  **DIVISION:** Name of Division | |
| **NAME & PHONE NO. OF CONTACT PERSON:** This is the person who can respond to questions about the information on the forms. | |

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| **PART III** |
| **NAME OF VENDOR:** Name of person or company to whom the contract was awarded. | |
| **PERIOD OF SERVICE:** The contract period for which the department is requesting the exemption. The specified period shall not exceed 12 months. | |
| **CONTRACT COST for this Period of Service:** Provide the annual dollar cost, if annual. | |
| **DOES THIS CONTRACT INCLUDE AN OPTION TO EXTEND?** Indicate whether the contract includes an option to extend with a “yes” or “no” response.  **IF YES, WHAT IS THE NUMBER OF EXTENSION PERIODS?** Indicate the number of extension periods that are included in the contract; for example, “2 extensions.” | |

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| **PART IV** |
| **WHAT IS THE NATURE OF THE EMERGENCY?**  Provide an explanation of the situation. | |

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| **PART V** |
| **DEPARTMENT HEAD OR DESIGNEE SIGNATURE**: This is the person who is attesting that preapproval of this contract by DHRD was unnecessary due to an emergency situation. | |

\*Emergency situations are services required to address unforeseen or unanticipated events, and which must be immediately procured in order to ensure the continued functioning of government, the preservation of irreplaceable property, and/or to protect the health/safety of the public.