**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

**REQUEST FOR EXEMPTION OF CONTRACTUAL SERVICES**

(for BU1 and/or BU10-type work)

**FORM INSTRUCTIONS**

The "Request for Exemption of Contractual Services" (RECS) form is used to request an exemption from civil service for new services or renewal/extension of services for BU1 and/or BU10-type of work. **A separate RECS form is required for each type of service and also for each island.**

"Service" is defined as the type of service (e.g., janitorial, groundskeeping, etc.) and the location (e.g., building, address, island, etc.) where the service is needed. "Service" does not refer to the individual or business to whom the contract is awarded.

Please submit all request documents and attachments electronically to the Department of Human Resources Development at dhrd.eccd.recs@hawaii.gov at least 90 days prior to the procurement of the service.

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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** |
| Check box for either New Request or Renewal/Extension. |
| **NEW REQUEST**: Check this box if the request for an exemption of service is being submitted for the first time. **DHRD REQUEST NO**.: Leave blank. This number is assigned by DHRD for a new request. |
| **RENEWAL/EXTENSION**: Check this box if the request is to renew or extend a contract of services for which the department has previously submitted a RECS and was issued a DHRD Request No.**DHRD REQUEST NO**.: Provide the same DHRD Request No. as in the previous request.**DATE OF RENEWAL/EXTENSION**: The effective date of services. |
| **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 II** |
| Check one of the applicable legal authorities. |
| Check box **§76-16(b)(2)** if the contract is for service that is special or unique or is essential to the public interest and that, because of circumstances surrounding its fulfillment, personnel to perform the service cannot be obtained through normal civil service recruitment procedures.  Service is also routine, scheduled and typically known in advance. |
| Check box **§76-16(b)(15)** if the contract involves positions filled by persons employed on a fee, contract, or piecework basis, who may lawfully perform their duties concurrently with their private business or profession or other private employment and whose duties require only a portion of their time, if it is impracticable to ascertain or anticipate the portion of time to be devoted to the service of the State. Service is also on call, unscheduled, intermittent and typically not known in advance. |
| Check box **Other Legal Authority** if the contract is authorized pursuant to another law, other than §76-16(b)(2) or §76-16(b)(15). |

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| **PART III** |
| Check all reasons that apply and complete the appropriate attachments. Attachments are not required for leased premises or if the contract is pursuant to §76-16(b)(13)(A); §76-16(b)(13)(B); §76-16(b)(13)(C); or §76-16(b)(23). |

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| **PART IV** |
| The Departmental Personnel Officer (DPO) or authorized designee shall sign the form to recommend approval of the request for exemption of services. |

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| **PART V** |
| Leave this part blank. This section is reserved for the action taken by DHRD.If approved, departments may proceed with the procurement of the service. When a contract is awarded, complete the “Departmental Notification of Vendor Selected” form and submit electronically to DHRD at dhrd.eccd.recs@hawaii.gov within 5 days of awarding the contract.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 departments 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.  |