**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT** Department Control No.

**REQUEST for EXEMPTION of CONTRACTUAL SERVICES** Click here to enter

(for BU1 and/or BU10-type work)

Please submit this form and applicable Attachment(s) electronically to DHRD at [dhrd.eccd.recs@hawaii.gov](mailto:dhrd.eccd.recs@hawaii.gov) at least 90 days prior to the procurement of the service.

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| **PART I** |
| ***Please check one:*** | |
| New Request DHRD Request No: Click here to enter | |
| Renewal/Extension DHRD Request No: Click here to enter  Date of Renewal/Extension: Click here to enter date. | |
| Department: Click here to enter. Division: Click here to enter.  Name & Phone No. of Contact Person: Click here to enter. | |

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| **PART II** |
| ***Please check one of the applicable legal authorities:*** | | | |
| Legal Authority: §76-16(b)(2) | | Legal Authority: §76-16(b)(15) | Other Legal Authority |
| Service is special or unique  Click here to explain. | | Employment basis fee  contract  piecework  Click here to explain. | Provide specific legal citations:  Click here to enter citations. |
| Essential to the public interest  Click here to explain. | | Performs duties concurrently with  private business  Click here to explain. |
| Duties required only a portion if time  Click here to explain. |
| Personnel cannot be obtained through  normal Civil Service recruitment procedures  Click here to explain. | | Impracticable to ascertain or anticipate  portion of time devoted to service  Click here to explain. |
| Service is routine, scheduled and  typically known in advance  Click here to explain. | | Service is on call, unscheduled, inter-  mittent and typically not known in advance  Click here to explain. |

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| **PART III** |
| ***Please check all that apply:*** | |
| **Why are you contracting for services rather than hiring civil service employees?**  Premises are leased (Address & Island: Click here to enter text.)  Contract is pursuant to (select one):  §76-16(b)(13)(A);  §76-16(b)(13)(B);  §76-16(b)(13)(C);  §76-16(b)(23)  No civil service positions available (complete Attachment A)  Positions are vacant and hard to fill; no qualified applicants (complete Attachment B)  Service is only required on an intermittent basis (complete Attachment C)  Specialized equipment required to perform service is unavailable (complete Attachment D)  Other (complete Attachment E) | |

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| **PART IV** |
| ***THIS SECTION TO BE COMPLETED BY DEPARTMENTAL PERSONNEL OFFICE*** | |
| **RECOMMEND APPROVAL:**  DPO Signature: Click here to enter electronic signature. Date: Click here to enter date.  Remarks: Click here to explain. | |

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| **PART V** |
| ***THIS SECTION TO BE COMPLETED BY DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT*** | |
| **APPROVED**  **DISAPPROVED – See Remarks Below for Reason**  **CONDITIONAL APPROVAL –** Departments must still seek additional resources (e.g., work w/other departments or the legislature) so that the contracted work can be performed by civil service employees.  For DHRD Director: Click here to enter electronic signature. Date: Click here to enter date.  Remarks: Click here to enter text. | |