**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 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. |