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Comptroller

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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

CS-16.0023

October 14, 2015

TO: All Department Heads

FROM: Douglas Murdock
Comptroller

A handwritten signature in blue ink, appearing to read "Douglas Murdock".

SUBJECT: Exemption of Contractual Services for Bargaining Unit 1 Type of Work

On June 29, 2015, the State of Hawaii's Executive Branch and the United Public Workers entered into a Letter of Understanding (LOU) to address contractual services for work historically and customarily performed by Bargaining Unit 1 and Unit 10 employees. In accordance with the LOU, all departments are required to submit a Request for Exemption of Contractual Services (HRD282) form, and obtain approval from the Department of Human Resources Development (DHRD) before procuring such contractual services. One of the questions on some of the attachments to the HRD282 form asks if the building or site for the services are owned by the State, and if yes, the reasons why the Department of Accounting and General Services (DAGS) cannot provide these services. In order to expedite the process for the departments, this is to inform you that DAGS does not have jurisdiction over State buildings and facilities that are currently not maintained by DAGS, and does not have the staffing and resources to provide additional Bargaining Unit 1 type of services to the departments.

If you have any questions or concerns, please contact Mr. Dean Shimomura, Central Services Engineer, at 831-6736 or dean.h.shimomura@hawaii.gov.

c: James Nishimura, DHRD Director
James Kurata, Public Works Administrator, DAGS
James Hisano, Central Services Manager, DAGS
Dean Shimomura, Central Services Engineer, DAGS
Dianne Matsuura, Departmental Personnel Officer, DAGS