



STATE PROCUREMENT OFFICE
REQUEST FOR RESTRICTIVE SPECIFICATIONS

TO: Chief Procurement Officer

FROM: _____
Name of Requesting Department

Pursuant to HRS §103D-405 and HAR chapter 3-122, Subchapter 3, the Department requests approval for the use of restrictive specifications.

1. Describe in detail the goods needing restrictive specifications.

2. Identify the method of procurement to be conducted:

Competitive Sealed Bidding (HRS §103D-302 and HAR chapter 3-122, Subchapter 5)

Competitive Sealed Proposals (HRS §103D-303 and HAR chapter 3-122, Subchapter 6)

3. Describe in detail the brand name specifications.

4. Explain in detail the following:

a. Why the brand name specifications are necessary to the department?

b. Why only the identified brand name item will satisfy the department's needs?

c. Why it is not practicable to use less restrictive specifications?

5. For the identified brand name, provide a list of possible suppliers and how the list of suppliers were determined.

