

(For DHRD Use Only)
DHRD Extension Request No. [Click here to enter.](#)

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SHORT FORM REQUEST for EXTENSION of EXEMPTION of CONTRACTUAL SERVICES (RECS)
(for BU1 and/or BU10-type work)
RENEWAL CERTIFICATION STATEMENT

Please submit this form electronically to DHRD at dhrd.eccd.recs@hawaii.gov at least 30 days prior to the procurement of the service.

PART I

Please complete:

Department Control No: [Click here to enter](#)

Department: Public Safety Division: Island: [Click here to enter.](#)

Name & Phone No. of Contact Person:

DHRD Request No (Initial RECS No.): [Click here to enter](#)

Current Contract End Date: [Click here to enter a date.](#)

Date of Renewal/Extension Period of Service: From [Click here to enter a date.](#) To [Click here to enter a date.](#)

PART II

If applicable, please check one of the following:

Contract is authorized pursuant to statute other than §76-16(b)

Premises are leased

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)

If any one of the above boxes is checked, go to Part V.

PART III

Was the approved initial RECS issued a Quarterly Log by DHRD? Yes No

PART IV

Please check all that applies:

I certify that the circumstances for this request for an extension of exemption of contractual services are identical as those reported on the initial Request for Exemption of Contractual Services form (HRD282) and attachments.

I certify that this renewal is in accordance with the Department Director's priorities.

I certify that this fiscal year, we have taken the following action(s) to have these services performed by civil service employees:

Submitted a request for positions for the DHRD bill to the legislature

Requested for new positions in our budget

Other (e.g., attempted to fill vacancies) [Click here to explain.](#)

PART V

THIS SECTION TO BE COMPLETED BY DEPARTMENTAL PERSONNEL OFFICE

RECOMMEND APPROVAL:

HRO Signature: [Click here to enter electronic signature.](#) Date: [Click here to enter date.](#)

Remarks: [Click here to explain.](#)

PART VI

THIS SECTION TO BE COMPLETED BY DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

APPROVED **DISAPPROVED – See Remarks Below for Reason**

CONDITIONAL APPROVAL – Departments must continue to 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.](#)

NOTE: If this extension is approved, a HRD282V, Departmental Notification of Vendor Selected, form must be submitted to DHRD for the extension period.