



10 MAY -5 P1:32

STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS

- 1. TO: Chief Procurement Officer
2. FROM: State Procurement Office, for All Executive Depart/Agencies

Department/Division/Agency
Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:
Out-of-state air and hotel accommodations, and intra-state hotel accommodations. Does not include hotels at which the conference is being held.

4. Name of Vendor: various
Address:
5. Price:
\$1.5 million est.

6. Term of Contract: From: 6/1/2010 To: May 31, 2011
7. Prior Exemption Ref. No.
PE09-109-D

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
There is no advantage to the State to consolidate the executive branch's requirements for out-of-state air and hotel accommodations, and intra-state hotel into a competitive sealed proposal or bid. In the current market conditions and in an industry where rates are so volatile, reservations can be made through various sources such as internet, direct with the airlines, or hotels, on-line travel agencies, and traditional travel agencies who can offer competitive rates on an as need basis.
See attached for continuation.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
SPO issued Travel Procedures, through Procurement Circular 2007 -03 Amendments 1-03. Agencies are required to complete the Travel Worksheets which requires employees to obtain minimum quotes, from different sources, as directed on the worksheet for all services, from a vendor of their choice (i.e. direct vendor booking, online booking agent, travel agency).

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
Reference each department's procurement delegation authority and internal records.

#8 - Continuation:

Agencies can take advantage of any air and/or hotel specials that may be available if the rate is the most economical. SPO did a comparative study which showed that hotel and air rates obtained with an on-line booking tool were often more economical and more efficient as reservations could be confirmed immediately. Staff can also easily compare rates on-line simultaneously thereby assuring themselves of obtaining the most economical rates available.

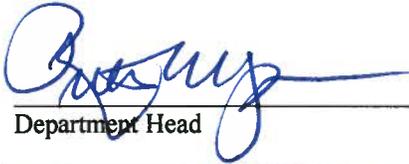
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
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		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: SPO Contact Name: Bonnie Kahakui Phone Number: 587-4702 Fax Number: 586-0567
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Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*


 Department Head

5/5/2010
 Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>5-17-10</u>
The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to: <p align="center"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p>	
Chief Procurement Officer's comments: <p>Departments shall complete the applicable SPO Travel worksheets in accordance with Procurement Circular No. 2007-03 on Intra-State and Out-of-State TRAVEL PROCEDURES. Internal controls and requirements, and approvals are the responsibility of the department and traveler.</p>	

16. **APPROVED** **DISAPPROVED** **NO ACTION REQUIRED**

 6/14/2010
 Chief Procurement Officer Date