

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: State Procurement Office, For All Executive Departments (Excludes DOE and OHL)
 (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:

Description of goods, services, or construction:

Interisland airline ticketing

Name of Vendor:

Address: All interisland airline passenger carriers

Cost:

As determined by market conditions

Term of Contract:

From: 1/18/04

To: 1/18/05 *

*unless terminated earlier

12/31/04 ASR

Prior Exemption Ref. No. (if applicable)

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

Hawaiian and Aloha Airlines have discontinued all government and prepaid (coupon) discount fares. There is no advantage to the State to procure interisland tickets by competitive means, as published fares, which are pre-determined by the airlines, is the only option available to travelers. In addition, it is necessary to have the flexibility of being able to use any commercial passenger carrier to effectively accommodate the State's travel requirement.

Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

As an alternative, departments may contract with one or more travel agencies to provide services or directly purchase tickets from the interisland carriers. We strongly recommend agencies obtain and use procurement cards (pCards) for purchasing interisland tickets.

A description of the agency's internal controls and approval requirements for the exempted procurement:

Reference each department's procurement delegation authority and internal controls.

A list of agency personnel, by position title, who will be involved in the approval process and administration of the contract:

As determined by each department.

Direct questions to: Bonnie Kahakui, Travel Administrator	Phone Number: 587-4702
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This exemption should be considered for list of exemptions attached to Chapter 3-120, HAR: Yes No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

[Signature] 11/14/03
 Department Head or Designee Date
Procurement Officer
 Title (If other than Department Head)

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

APPROVED DISAPPROVED

[Signature] 11/25/03
 Chief Procurement Officer Date

cc: Administrator,
State Procurement Office