



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

TO: Chief Procurement Officer

FROM: DAGS/SPO
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

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

2. Vendor/Contractor/Service Provider	various	3. Amount of Request: \$ 1.5 m
4. Term of Contract From: 7/1/2012 To: 6/30/2013	5. Prior SPO-007, Procurement Exemption (PE): 11-091K	

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: The current market conditions are volatile and rates fluctuate continuously. 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 bid or proposal. Reservations can be made through various sources such as internet, direct with airlines or hotel, on-line travel providers/agencies, and traditional travel agencies who can offer competitive rates on an as need basis. Agencies can take advantage of any air and/or hotel specials or web rates that is most economical. Staff can easily compare rates simultaneously online, thereby assuring themselves of obtaining the most economical rates available. SPO staff did a comparative study showing that hotel and air rates obtained by an online booking tool were often more economical and efficient as reservations were confirmed immediately.
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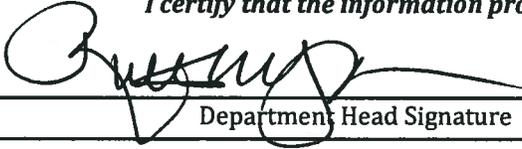
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: SPO issued Travel Procedures, through Procurement Circular 2007, amendments 1-3. Agencies are required to complete the travel worksheets, which requires employees to obtain minimum quotes from different sources as directed on the procedures and worksheets. Vendor is selected based on the most economical rates, unless otherwise justified.
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8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Bonnie Kahakui	SPO	587-4702	<u>bonnie.a.kahakui@hawaii.gov</u>

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided above is, to the best of my knowledge, true and correct.**


Department Head Signature

6/13/2012
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 6/15/12

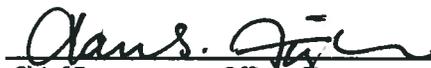
Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

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.

Approved Disapproved No Action Required


Chief Procurement Officer Signature 6/21/2012
Date