



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

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Commerce & Consumer Affairs
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:
The following goods and services are essential for the captive insurance branch to implement its exhibition booth at the Risk & Insurance Management (RIMS) 2013 Annual Conference & Exhibition, April 21-24, 2013 in Los Angeles, CA:
1) Labor to install and dismantle booth structure, electrical outlets, carpet/padding, daily vacuuming and emptying of booth waste baskets
2) Rental of furniture
3) Rental of carpet
4) Material handling & dryage
For complete information, see Attachment 1

2. Vendor/Contractor/Service Provider: Freeman 901 E. South Street, Anaheim, CA 92805	3. Amount of Request: \$ 20,000
4. Term of Contract From: 4/18/2013 To: 4/26/2013	5. Prior SPO-007, Procurement Exemption (PE): PR 12-066D; 11-064D; 10-047D

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
Freeman is the official on-site services contractor for Risk Insurance Management Society (RIMS) 2013 Convention in Los Angeles, CA on April 21-24, 2013. Freeman staff is familiar with the key individuals managing the event, and also have insight and control of the entire show process. Time and money can be saved using Freeman to assist us in the pre-show planning process.
For complete justification for selecting Freeman, see Attachment 2

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
Freeman is the official on-site services contractor for Risk Insurance Management Society (RIMS) 2013 Convention in Los Angeles, CA on April 21-24, 2013. Freeman staff is familiar with the key individuals managing the event, and also have insight and control of the entire show process. Time and money can be saved using Freeman to assist us in the pre-show planning process.
For complete justification for selecting Freeman, see Attachment 2

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).
 *Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Colleen Yuen	Insurance / Captive	(808) 586-0981	Colleen.MS.Yuen@dcca.hawaii.gov

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

Date: 1/16/2013

For Chief Procurement Officer Use Only

Date Notice Posted: 1/18/13

Inquiries about this request shall be directed to the contact named in No. 8. 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:

This award is required to be posted on the Awards Reporting System. If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

Approved Disapproved No Action Required

 2/19/2013

 Chief Procurement Officer Signature Date