



**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: DBEDT/High Technology Development Corporation  
*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:  
Sponsorships to be awarded for events that benefit and serve the Hawaii high tech community.  
The request for the amount of \$100,000 for FY14 will allow flexibility if funding becomes available.

2. Vendor/Contractor/Service Provider	TBD based on applications approved by the sponsorship review committee	3. Amount of Request: \$ 100,000 per year
4. Term of Contract From: 7/1/2013 To: 6/30/2014	5. Prior SPO-007, Procurement Exemption (PE): 12-093K	

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:  
This exemption request addresses situations where opportunities arise for HTDC to sponsor event(s) and it is not practical to obtain multiple quotes. After discussion with SPO last year, the current exemption request (12-093K) was submitted and approved and a hybrid process was implemented. The current procedures have worked satisfactorily. Prior to the current exemption, procurement exemption requests were submitted for each worthy sponsorship opportunity as it arose but at times the short turnaround needed for the approval resulted in lost opportunities. As a side note, current Procurement Exemption 12-093K covers the period from 6/1/12 - 5/31/13 and is not being requested to be extended. Instead, this request is being submitted so the term of the exemption coincides with the months in the fiscal year and the usual cycle of funding/budget.

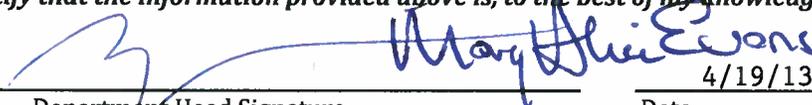
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:  
A RFP will be posted at the beginning of the fiscal year and remain open for the twelve months, inviting applications for sponsorship of events that are in alignment with HTDC's mission and priority projects. The RFP is a modified version of the typical RFP process. Applications will be evaluated by a committee against an established set of criteria. Recommendations will be presented to the Procurement Officer. Awards will be subject to the evaluation factors and availability of funds.

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
(Ms.) Yuka Nagashima	HTDC	539-3601	ceo@htdc.org
Steve Sakuda *	HTDC	539-3844	steves@htdc.org
Sandi Kanemori	HTDC	539-3616	sandi@htdc.org

**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

4-24-13  
4/19/13  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 5/3/13

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](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 07/01/13 to 06/30/14. The department has determined that it would be in the State's best interest to utilize a modified RFP process to award sponsorships throughout the year dependent on their available budget, market needs, immediate priorities, and other events. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

Approved

Disapproved

No Action Required

  
Chief Procurement Officer Signature

5/20/2013  
Date