



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

13 MAY -6 P1:26

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Health/TSP/CDMCB/Tobacco Prevention and Education Program
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:
Monthly advertising space (posters) in free standing three (3) sided kiosks in high volume and geographic specific shopping centers and malls throughout the state.

2. Vendor/Contractor/Service Provider:	Hawaii Malls, Inc.	3. Amount of Request:
		\$ \$116,890.22
4. Term of Contract From: 6/29/2013 To: 6/30/2014	5. Prior SPO-007, Procurement Exemption (PE): 12-122K	

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
Vendor is the sole representative in shopping mall kiosks throughout the state.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
1) There are no other vendors for this service; 2) Program Manager identifies the target consumer and marketing modality; 3) Program Manager investigates the various sites' effectiveness in reaching the largest number of the target consumer; 4) Program Manager selects site(s) and works with the vendor (sole representative for a site) who contract advertisements; and 5) Contract is negotiated with vendor.

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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
Lola H. Irvin 	Tobacco Settlement Project	586-4481	lola.irvin@doh.hawaii.gov
Lila Johnson 	Tobacco Prevention & Education Program	586-4662	lila.johnson@doh.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.

MAY - 2 2013


 Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/8/13

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 request is disapproved as department failed to comply with the CPO requirements provided in PE-12-122K for posting the award on the Awards Reporting System. Failing to comply with CPO requirements, procurement circulars and directives, the Hawaii Public Procurement Code and its administrative rules are procurement violations. Department shall submit form SPO-016, *Report of Procurement Violation: Findings and Corrective Actions and/or Request for After-the-Face Payment Approval*, to explain why the department failed to post the award as required.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved

Disapproved

No Action Required


 Chief Procurement Officer Signature

5/13/2013
 Date