



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

13 JUN 25 A8:16

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: 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:
Contracted services with the outgoing Executive Director of the High Technology Development Corporation (HTDC) to act on matters on behalf of HTDC as allowed under section 84-18 (d), HRS. Ms. Yuka Nagashima will finish up key projects that are in progress, tasks which were already slated for her for the year and assist with the transition to a new Executive Director. These projects include, but are not limited to: grant writing, grant administration, and grant project management, Manoa Innovation Center lease issue, \$3M CIP project on site survey, Maui Research Technology Center strategy and participation in Maui Research Technology Park master plan discussion, shared vision service package formulation, agency personnel job description updates, hiring and training of Hawaii Center for Advanced Transportation Technology director, work associated with the executive search committee, and orientation and training of acting executive director and the incoming executive director.

2. Vendor/Contractor/Service Provider	Ms. Yuka Nagashima	3. Amount of Request: \$ up to \$100,000
4. Term of Contract From: 8/5/2013 To: 8/4/2014	5. Prior SPO-007, Procurement Exemption (PE): n/a	

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
The outgoing Executive Director has started many critical projects of which she is the lead. Her departure was not planned this early, and therefore, difficult to be reassigned if it can be, and many of them not practicable given certain time constraints (e.g., grant deadline). It is critical that she complete these projects. It is not practicable nor advantageous for the agency to expect someone else to have the background knowledge to be able to pickup and complete these projects, and result in a lower quality product which undermines the HTDC brand, mission and its fiscal status. She will also assist with the training of the new Executive Director to allow for a smooth transition of duties. The current second in-charge will be the Acting Executive Director while the recruitment for a permanent replacement is in progress. He will be carrying the workload of his existing responsibilities as well as handling new issues that arises as the Executive Director. It is not reasonable for him to also be expected to pickup then complete the hands-on projects that the current Executive Director is involved with.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
The board will approve a motion to contract with the out-going Executive Director; determine the scope of services, compensation and length of the agreement. The length of the agreement may factor in the anticipated time it will take to recruit and hire the new Executive Director in order for the Ms. Nagashima to provide assistance at the needed time with his/her transition into the position, thus the agreement may cover up to a year. A notice of intent to award a contract will be filed with the State Ethics Commission at least 10 days before the contract is awarded to be in compliance with section 84-15 (a), HRS. The award will also be posted on the SPO website.

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
Len Higashi	HTDC	539-3814	len@htdc.org
Steve Sakuda	HTDC	539-3844	steves@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.

 _____ 6/21/13 _____
 Department Head Signature Date

For Chief Procurement Officer Use Only

Date Notice Posted: 6/25/13

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:

Request is disapproved as it lacks sufficient justification. It is the responsibility of the department to have a plan for the continuity of operations.

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

Approved
 Disapproved
 No Action Required

 _____ 7/16/2013 _____
 Chief Procurement Officer Signature Date