

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

'13 NOV -4 A8:11

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Transportation / Highways / Design Branch / Bridge Design Section  
*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:  
See attached.

2. Vendor/Contractor/Service Provider:	American Association of State Highway and Transportation Officials (AASHTO)	3. Amount of Request:	\$ 76,400
4. Term of Contract From:	<del>7/1/2013</del> 11/1/13	To:	<del>6/30/2014</del> 11/3/14
		5. Prior SPO-007, Procurement Exemption (PE):	11/9/2007

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:  
See attached.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:  
Although it is not required to use the AASHTOWare Pontis Bridge Management Software, we selected this particular software because it is the state of the art in terms of a bridge asset management system. AASHTO is currently updating the software to meet all requirements of the Federal Law called "Moving Ahead for Progress in the 21st century or MAP-21". Failure of State D.O.T.s to meet bridge asset management requirements set forth in MAP-21 could result in the forfeiture of millions of dollars of federal funds for State D.O.T.s. There are 43 State D.O.T.s currently subscribed to use Pontis.

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
James Fu	Highways / D.O.T.	692-7613	james.fu@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

OCT 29 2013  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 11/4/2013

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

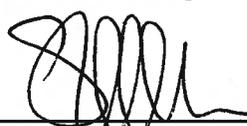
Chief Procurement Officer (CPO) Comments:

Department has withdrawn the request as the services are no longer required.

Approved

Disapproved

No Action Required

  
\_\_\_\_\_  
Chief Procurement Officer Signature

12/5/13  
Date

Attached sheet for SPO Form 7

**1. Describe the goods, services or construction:**

In order to use the AASHTOWare Pontis Bridge Management Software, we must pay an annual software license fee to AASHTO. This annual license fee is a pre-approved procurement for sole source per HAR 3-122, Sole Source No. 3. However, AASHTO offers optional service unit work for agencies that need customized help to implement their Pontis Bridge Management Software. A service unit is defined as follows: AASHTO offers special fixed-fee contractor provided service to support an agency in expediting the implementation of the Pontis Bridge Management Software. The fee for each unit of service is \$11,600 and provides approximately 80 hours of labor by a contractor employee preparing for, spending up to four days at the agency site, and providing follow-up support, and includes all other direct and related travel expenses. See page 57 of Attachment No. 2 for additional details regarding service units.

**6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:**

Please see Attachment No. 1: "Pontis Service Unit Work (Phase III). In this scope of work document, there are four tasks. We believe the following portions of this work may not be an approved procurement for sole source per HAR 3-122 such as:

- a. Tasks 3a, 3b, 3c, 3d, 3f, 3g, 3j, 3k
- b. Task 4

The purpose of the service unit work is to implement and support the Pontis Bridge Management software on our new computer server. Many of the tasks needed to install Pontis onto our new computer server require some typical Information technology (IT) assistance. For example, when installing the Pontis Bridge Management software onto our new computer server, in order to avoid purchasing additional computer servers, we had Pontis installed onto our server using virtual machines. Installing virtual machines is not technically a part of the Pontis Bridge management software implementation, but it was very advantageous to have the Contractor provide this work since it was a small portion of their scope of work and it benefited us by not purchasing additional servers. It would have been very impractical to have our Contractor install Pontis and then have another IT Contractor come in and set up the virtual machines to accommodate the Pontis installation. And then the Pontis Contractor would have to come back to continue his work. Regarding Tasks 3f and 3g, our in-house staff has already started this work and if we need assistance from the Contractor for these, it will be very minimal. It is highly practical and advantageous to have our Pontis Contractor provide some minor IT scope of work items in order to effectively install and implement the Pontis Bridge Management Software.

