



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

14 2013-2499
JAN -8 P2 05

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Public Safety
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:
Helicopter Services for the Narcotics Enforcement Division.

2. Vendor/Contractor/Service Provider: 1/8/14 dtk 6.26-4 Windward Aviation	3. Amount of Request: \$ 39600
4. Term of Contract From: CPO Approval To: 12/31/2014 + 2: 12 mo	5. Prior SPO-007, Procurement Exemption (PE): None

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
Invitation for Bids No. : PSD 14-NED-28 was issued and posted on 11/18/2013. Offers were due 12/2/2013.

Due to the nature of the eradication missions by NED, a minimum of two helicopters are needed for each mission, one for the extraction, and another for observation for safety. A multiple award is needed as the awarded vendor may not be able to supply the needed number of helicopters or the vendor may not be available on the dates required for the mission(s).

Windward Aviation did not submit a signed copy of Offer Form page OF-1 with their bid submittal. They are HCE compliant, and will be the third vendor awarded a contract for the helicopter services when approved by the CPO.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
As stated above, IFB No. PSD 14-NED-28 was a formal bid that was posted on the SPO PNS. Due to their omission of a signed OF-1, their offer will be the third vendor of the three companies awarded.

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
Marc S. Yamamoto* <i>msy 12/24/13</i>	ASO-PC	808-587-1215	marc.s.yamamoto@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

1/6/14
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 1-8-14

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:

Approval is granted for the period 1/8/14 to 12/31/14 and includes the allowance for two (2) additional 12-month periods as per the bid document no. PSD14-NED-28. In the best interest of the State, to provide for the potential need for helicopter services, this approval is to allow the department to accept a signed Offer Form, OF-1, which shall indicate the Offeror's intent to be bound, after bid submittal due date. The Procurement Officer shall ensure that award shall comply with all other requirements pursuant to HRS 103D in procuring for helicopter services inclusive of HRS 103D-310(c) and HAR section 3-122-112 (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 Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

6/27/14

Date