



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

'14 FEB -5 P3:27

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Land and Natural Resources
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:
Provide expert services for the state of Hawaii essential to the bidding process and execution of the International Union for the Conservation of Nature's (IUCN) 2016 World Conservation Congress (WCC), an international conference the State of Hawaii is currently in the running to host. Services to be procured include proposal preparation, contract negotiation, coordination, and planning, of the 2016 WCC bid and initial organization. These services will be provided during the period February 7, 2014 to August 31, 2014.

The Division of Forestry and Wildlife will oversee the project implementation to ensure it is in compliance with performance standards.

2. Vendor/Contractor/Service Provider: Randall Tanaka and Nobu Matsumoto		3. Amount of Request: \$ 98,338.37
4. Term of Contract From: 2/07/14	To: 8/31/14	5. Prior SPO-007, Procurement Exemption (PE):

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

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Hawaii only learned that we were finalist for the WCC on November 29, 2013 and a site visit scheduled for February 9-16. At that time, and until December 31, both Nobu and Randy were leading our efforts as part of their duties with the HCC. Again for the reasons stated above, the Department believe immediate employment of Nobu Matsumoto and Randall Tanaka is essential in the State's capability of demonstrating our ability to host the WCC.

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
Lisa Hadway*	DOFAW/DLNR	8085874181	lisa.j.hadway@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

2/6/14
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 2/6/14

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

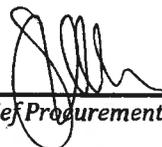
Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 2/7/2014 to 8/31/2014 and 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. It is noted that SPO does not have record that Lisa Hadway has not taken the Exemption Workshop #125. As a reminder, individual(s) participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, as appropriate. 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

2/18/14
Date