



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

14 FEB 12 P12:58

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DAGS/SPO
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:
Hawaii Electronic Procurement System (HePS) administered by Sicommnet.

2. Vendor/Contractor/Service Provider:	Sicommnet	3. Amount of Request:	\$ 20,000
4. Term of Contract From:	3/1/2014	To:	2/28/2017
		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:
Executive branch agencies have used HePS since 2005 for goods, services, and construction when the small purchase request for quotes is utilized and the award is estimated at \$15,000 or above. Pursuant to Procurement Circular 2006-07, use of HePs is required for small purchase procurements. A few departments have also used HePS for Competitive Sealed Proposals (RFP) and Competitive Sealed Bids (IFB). In the past four years, approximately, 11,600 solicitations/awards have been processed through HePS. Only Sicommnet has the State of Hawaii information (solicitations and awards) stored in their system. No other vendor has access to Sicommnet information or could retrieve this information. . Effective Jan. 1, 2014, no new solicitation were released on HePS, but awards could be made through February 28, 2014. It is imperative that the State have the ability to retrieve this information to satisfy accounting requirements, respond to requests to access government records and maintain procurement records should the need arise.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
Sicommnet was provider of the eProcurement system, HePS. On 2/28/2014 the existing contract will expire. This request is only for a maintenance contract, to allow one system administrator to access or downlowad information already existing in the eProcurement system. This is for an initial period of 12 months (\$8,000) with the option to extend 2 additional 12 month periods (\$6,000 for each additional 12 months). No new solicitations will be generated.

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
Bonnie Kahakui	SPO	587-4702	bonnie.a.kahakui@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

2/12/14
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 2/13/14

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:

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

2/28/14
Date