



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

14 FEB 28 A9:03

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

**TO:** Chief Procurement Officer

**FROM:** Dept. of Business, Economic Development & Tourism  
*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:**  
The 30th Anniversary of Hawaii-Okinawa Sister State relationship will be observed and celebrated in 2015. Events and activities in commemoration of this anniversary may include but not be limited to conducting business seminars and/or facilitating government-to-government meetings related to economic development; commemorative gifts in honor of the anniversary events; hosting visiting delegations including government officials and business representatives that support the sister-state relationship; educational exchanges between schools and/or students from Hawaii and Okinawa; protocol events in Hawaii or Okinawa; organizing a business mission to Okinawa; and other special events and activities to be developed by the DBEDT/State of Hawaii Hawaii in conjunction with the prefectural government of Okinawa.

<b>2. Vendor/Contractor/Service Provider:</b> Hawaii United Okinawa Association		<b>3. Amount of Request:</b>	
		\$ 30K	
<b>4. Term of Contract From:</b> 1-Jul -14	<b>To:</b> 31-Dec-15	<b>5. Prior SPO-007, Procurement Exemption (PE):</b> N/A	

**6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:**  
The Hawaii United Okinawa Association was established in 1951 and serves as the umbrella organization for 50 member clubs statewide. The HUOA is also a charter member of the United Japanese Society of Hawaii. The HUOA also was the prime mover of the establishment of the Hawaii Hiroshima Sister State relationship. HUOA also owns the Hawaii Okinawa Center situated on 2.5 acres in the Gentry Waipio Business Park. The Hawaii United Okinawa Association is a 501(3)c non-profit organization whose mission is to promote, perpetuate and preserve Okinawan culture. The organization is made up of 49 member clubs, whose combined member total exceeds 40,000 members. It is governed by a Board of Directors representing each HUOA Member Club, an elected Executive Council. HUOA employs an Executive Director and a staff of three full-time and two part-time employees. The HUOA has the knowledge, network, staffing and experience to plan and execute activities and events related to the Hawaii-Okinawa Anniversary Sister-State Relationship. They also are the producers of the annual Okinawan Festival held at Kapiolani Park for the past 35+ years which attracts upwards of 30,000 people in attendance from both Hawaii and Okinawa.

**7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:**  
DBEDT will enter into a contract with the HUOA that will include a scope of work to develop a program and implementation plan, and the implementation of events and activities specified in the plan, and a budget for what these funds will be used for. The HUOA has historically been the official designated organization regarding Okinawa sister-state activities because of its extensive membership, networks both in Hawaii and Okinawa, history and expertise. Since the execution of the government-to-government sister-state agreement in 1985, the HUOA has been involved with planning and coordinating official activities and events, in Hawaii and Okinawa, together with the Okinawa Prefectural Government and the State of Hawaii.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any. (Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Dennis T. Ling	DBEDT/BDS	587-2755	dling@dbedt.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.

*Mary Alice Eason* Deputy Director 2-26-14  
 for Department Head Signature Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 3.5.14

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](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Agency submitted SS14-058B for the same function and approved on 4/9/14. Therefore, there is no action required for this procurement exemption.

If there are any questions, please contact Kevin Takaesu at 586-0568, or [kevin.s.takaesu@hawaii.gov](mailto:kevin.s.takaesu@hawaii.gov).

Approved       Disapproved       No Action Required

*Paul J. [Signature]* 9/19/14  
 Chief Procurement Officer Signature Date