



STATE PROCUREMENT OFFICE  
**NOTICE OF REQUEST TO AMEND AN EXEMPTION  
FROM HRS CHAPTER 103D CONTRACT**

14 MAY 15 A8:52

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DBEDT / High Technology Development Corporation  
*Name of Requesting Department*

Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:

1. SPO-007, Exemption Reference (PE) Number: PE13-087KB
2. Vendor/Contractor/Service Provider Name: TBD based on applications approved by the sponsorship review committee

3. Describe the goods, services, or construction:  
Sponsorships to be awarded for events that benefit and serve the Hawaii high tech community. The request for the amount of \$200,000 for FY15 will allow flexibility if funding becomes available. Copies of previous exemptions PE 13-087KB and PE 12-093K are attached.

4. Explain in detail what is being amended:  
This request is to 1) extend the existing exemption for an additional year to cover the FY2015 fiscal year and the usual cycle of funding/budget using the same hybrid RFP process, and 2) to increase the total award amount potential from \$100,000 to \$200,000.

5. Amended contract price for this request: \$ 200,000

6. Explain in detail why the amendment(s) are necessary:  
This exemption request addresses situations where opportunities arise for HTDC to sponsor event(s) and it is not practical to obtain multiple quotes. After discussions with SPO in 2012, an exemption request (12-093K) was submitted and approved, and a hybrid RFP process was implemented. The current procedures have worked satisfactory since and the exemption was approved for a 1 year extension by SPO last year starting 7/1/2013 and now ending 6/30/2014. Prior to the current exemption, procurement exemption requests were submitted individually for each worthy sponsorship opportunity as it arose but at times the short turnaround needed for the approval resulted in lost opportunities. The increase in total award amount is due to our growing tech sector needs for support and the overall need to be more supportive of our industry as is mandated in our statute.

7. 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	Email address
Len Higashi	HTDC	539-3814	len@htdc.org
Sandi Kanemori*	HTDC	539-3616	sandi@htdc.org

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided is to the best of my knowledge, true and correct.**

*[Handwritten Signature]*

**MAY 14 2014**

Department Head Signature

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 5/15/2014

Submit written objection to this notice to issue a sole source 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 07/01/14 to 06/30/15. The department has determined that it would be in the State's best interest to utilize a modified RFP process to award sponsorships throughout the year dependent on their available budget, market needs, immediate priorities, and other events. This approval 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.

If there are any questions, please contact Bonnie Kahakui at 587-4702 or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

Approved     Disapproved     No Action Required

*[Handwritten Signature]*

Chief Procurement Officer

6/24/14

Date