



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

15 APR 27 P3:19

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 chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:
Sponsorships to be awarded for events that benefit and serve the Hawaii high tech and innovation community. The request for the amount of \$200,000 for FY16 will allow flexibility if funding becomes available.

2. Vendor/Contractor/Service Provider: TBD Based on applications approved by the sponsorship review committee	3. Amount of Request: \$ 200,000
4. Term of Contract From: 7/1/2015 To: 6/30/2016	5. Prior SPO-007, Procurement Exemption (PE): PE-13-087KBa1

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
Obtaining multiple quotes for procurement is not applicable for sponsorship of events. Prior to exemptions PE-13-087KBa1 and 12-093K, sponsorships were done through individual procurement exemptions on a case-by-case basis for each worthy opportunity, but at times the short turnaround needed for the approval also resulted in lost opportunities. After discussions with SPO in 2012, a hybrid RFP was determined to be an improved process for sponsorship procurement and has been implemented since with SPO annual approval through the exemptions cited above. As this process has worked successfully to date HTDC is requesting a new exemption to continue this process for FY16.

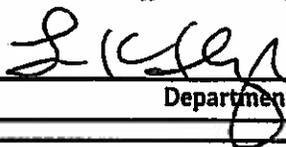
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
As in previous years with SPO exemption approval, HTDC will use the same hybrid RFP process that was approved by SPO. An open RFP (to be ref RFP16-001-HTDC) will be posted inviting applications for sponsorship of events throughout the fiscal year that are in alignment with HTDC's mission and priority projects. The RFP is a modified version of the typical RFP process. Applications will be evaluated by a committee against an established set of criteria and recommendations made to the Procurement Officer for award of sponsorship. Awards will be subject to evaluation factors and available funds. Request is for solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112 shall apply, and awards to be posted to the SPO Awards Reporting System.

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
Len Higashi	DBEDT/HTDC	539-3814	len@htdc.org
Sandi Kanemori *	DBEDT/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 above is, to the best of my knowledge, true and correct.



Department Head Signature

APR 27 2015

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/29/2015

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 7/1/2015 to 6/30/2016. 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 provide proof of compliance and may use the Hawaii Compliance Express), and the award is required to be posted on the Awards Reporting System. Copies of compliance and the awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stanton Mato at 586-0566, or email stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

5/20/15
Date