



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

15 MAY -1 8:07

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: DBEDT
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:
As a result of a \$1 million competitive grant that DBEDT received from the Federal government (US Small Business Administration) in 2011-2014, DBEDT has ramped up its efforts to increase the number of exporters from Hawaii and the dollar value of exports from Hawaii. DBEDT will again be competing in May, 2015 for another grant from the SBA to continue its export promotional efforts. The grant requires that the State match, in cash, 25% of the grant request. As part of its cash match, DBEDT will use general funds to contract with a vendor to provide export readiness training, counseling, matchmaking services, cost sharing and meeting arrangements, appointments with government and business officials, trade show assistance, and other management and technical assistance to Hawaii companies interested in exporting and increasing the export of their goods and services to specific markets identified by DBEDT and related to its overall export promotion program.

Table with 3 columns: Vendor/Contractor/Service Provider (Hawaii Pacific Export Council), Amount of Request (\$ 200,000.00), and Term of Contract (From: 1-Oct To: 30-Sep-16). Includes reference to Prior SPO-007, Procurement Exemption (PE): PE14-068D.

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

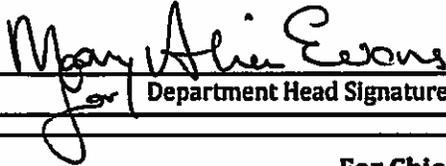
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
HPEC was selected in consultation with the USDOC/CS as to which organization DBEDT should be working with to ensure USCOC/CS collaboration. The USDOC/CS has pointed to HPEC as the only export consulting, counseling, training and management and technical assistance services organization dedicated to assisting companies interested in exporting, and sanctioned and directly related to the U.S. Department of Commerce, US Commercial Service. The combined years of experience in international business and trade of the Council members outnumber that of any international business consultant.

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
Jamie Lum*	BDSB	587-2758	jlum@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.

  
 for Department Head Signature

4-29-15  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 5/1/2015

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

**Chief Procurement Officer (CPO) Comments:**

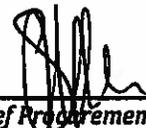
This approval is granted with the understanding that the department has determined that it would not be advantageous to conduct a competitive procurement, as the Hawaii Pacific Export Council is the recommended collaborative partner, enabling the State to obtain federal funds. This approval is for the 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 the award is required to be posted on the Awards Reporting System. Copies of the HCE certificate 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 [stanton.d.mato@hawaii.gov](mailto:stanton.d.mato@hawaii.gov).

Approved

Disapproved

No Action Required

  
 Chief Procurement Officer Signature

5/22/15  
 Date

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

The SBA's State Trade and Export Promotion (STEP) 2015 Program Announcement states that applicants are expected to leverage award funding by establishing collaborative relationships with SBA resource partners and the U.S. Department of Commerce, Commercial Service (USDOC/CS) and are given more favorable review in the evaluation for the award process. More importantly, the Evaluation Criteria and point system established in the Program Announcement indicate that applications demonstrating a strong collaborative relationship with the USDOC/CS will receive a higher score. To achieve this higher score in the evaluation process, DBEDT seeks to contract with the Hawaii Pacific Export Council, (HPEC), which is the only in-Hawaii of 56 District Export Councils (DECs) nationwide certified and sanctioned by the USDOC/CS that acts as an advisory committee to the USDOC/CS, and provides management, training and technical assistance in cooperation and collaboration with the local USDOC/CS, to Hawaii exporters. HPEC is actively engaged in developing and presenting export related seminars, training, obtaining USDOC certified speakers, arranging Gold Key/matchmaking services, and securing USDOC endorsement and support of export projects and programs. It is not practicable or advantageous for the State to procure this service by competitive means from another contractor because another contractor will not help the State demonstrate, in its grant proposal, strong and direct collaboration with the USDOC/CS. Without this collaboration, the State's proposal will not be as competitive as those proposals from other states that can show such collaboration.