



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

15 MAY -1 A9 56

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Hawaii Department of Agriculture
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 goods to be procured are Hawaii Seal of Quality (SOQ) products for the welcome basket given to the delegates attending the National Association of State Departments of Agriculture (NASDA) Annual Meeting to promote genuine, Hawaii-grown and Hawaii-made agricultural products. There will be a basket of fresh SOQ products (pineapple, banana, papaya, dragon fruit, etc.) for each NASDA representative and a basket of value-added SOQ products (coffee, macadamia nuts, chocolate, honey, chips, etc.) for each registered attendee. It is estimated there will be 40 NASDA representatives and 200 registered attendees. SOQ products to be used as menu ingredient at the 2015 NASDA Annual Meeting (attached) will be procured as well (ice cream, fresh vegetables, spices, ulu, beef, abalone, etc.).

2. Vendor/Contractor/Service Provider:	The Feeding Leaf	3. Amount of Request:
		\$ 35,000
4. Term of Contract From: 5/1/2015	To: 9/17/2015	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:
It is not practicable and not advantageous for the department to procure a contractor to provide the welcome baskets by competitive means because the Feeding Leaf is the contractor selected by NASDA to conduct duties in the Kailua-Kona, Hawaii, in collaboration with the Hawaii Department of Agriculture (HDOA). HDOA as the host city, is working with the contractor that NASDA has selected to coordinate activities to be handled locally.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
The process that NASDA utilized in selecting Feeding Leaf as their Contractor began in 2013 when the HDOA attended the NASDA Annual Meeting in North Carolina and NASDA briefed Hawaii on the duties of the host city. We knew at that time, under the rules of succession, that the 2014 meeting would be held in Vermont and the 2015 meeting would be in Hawaii. After observing the duties of the host city, HDOA agreed with NASDA that an on-island contractor, in collaboration with HDOA, would be the most efficient way to accomplish the goals and create a memorable event.
HDOA submitted a list of potential contractors that included the UH Hilo Conference Center, Hawaii Tourism Agency (West Hawaii Branch) and the Feeding Leaf. During the selection process that included meetings via phone or in person, the UH Hilo Conference Center and the Hawaii Tourism Agency declined to submit a proposal. The Feeding Leaf proposal was accepted by NASDA. The Feeding Leaf serves as the on-island contractor for the 2015 NASDA Annual Meeting and will be the contractor HDOA will be working with to procure genuine, Hawaii-grown and Hawaii-made SOQ fresh and value-added products to the NASDA delegates and attendees.

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
Scott E. Enright, Chairperson Board of Agriculture	HDOA	(808) 973-9550	scott.enright@hawaii.gov
Sharon Hurd* Economic Development Specialist	HDOA	(808) 973-9465	sharon.k.hurd@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

4-23-15
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

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 5/1/2015 to 9/17/2015 and is for the solicitation process only. Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e., vendor is required to provide proof of compliance) for all contracts awarded and the award is required to be posted on the Awards Reporting System. Copies of the compliance 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.

Approved

Disapproved

No Action Required


Chief Procurement Officer Signature

5/20/15
Date

NASDA 2015 Annual Meeting Destination Management and Event Planning Proposal

Date: September 13 – 16 2015

Location: Sheraton Kona Resort & Spa

Overview: The NASDA Annual Conference for Leaders (Secretaries, Directors, and Chairpersons) of the Department of Agriculture from all 50 States & 4 Territories will be held in the State of Hawaii, at the Sheraton Kona Resort & Spa from September 13 -16, 2015. The theme of the annual meeting is to provide "Cultural Literacy" and to showcase the diverse agriculture that Hawai'i has to offer. The feel of the annual meeting, is to give the attendees a sense of agriculture in Hawai'i such as Traditional Hawaiian Farming, the Ahupua`a System, The Water System & Canoe Crops while introducing cultural diversity such as Traditional Hawaiian Blessings, Chinese Lion Dancing, Taiko, & Hula.

Objective: Support and facilitate a successful program for our client by providing program planning services in the areas Airport Services, Tours & Activities, Hospitality Services and Event Planning for the program dates of September 13 – 16, 2015 including three days pre and post.

Scope: The Feeding Leaf will provide the following services for the NASDA 2015 Program

Pre-Event planning services (subject to guidelines and restrictions)

- Resource Research – including but not limited to:
 - Obtain Transportation quotes
 - Obtain Activity Quotes
 - Source Welcome Gifts & Amenities
- Design of specified items – including, but not limited to:
 - 2015 NASDA Annual Meeting logo
 - Welcome Gifts and Amenities
 - Activity information to be posted on NASDA Website
- Reservation of Services to produce/secure the above items.

Program, Pre and Post Date planning services (subject to guidelines and restrictions)

- Attendee Arrival & Departure
 - Meet & Greet Services at the Kona International Airport for main arrival flights.
 - Coordinated Hotel and Arrivals/Departures
 - Coordinated Departure Services at Kona International Airport

Program, Pre and Post Date planning services (subject to guidelines and restrictions)

- **Arrival & Departure Transportation Services**
 - **Arrival & Departure Motor coaches, Limousines, Van, Sedan, Taxis etc.**
 - Includes cost of Arrival and Departure transportation w/ luggage and service to and from Motor Coach/Van/Sedan for Main arrival flights.
 - Destination Fees are subject to review of preliminary Arrival and Departure Manifest.
 - **Individual arrivals accommodated at an additional charge of \$44 per person.**
 - Includes Meet/Greet, Airport luggage service and transportation to hotel.
 - **Individual Departure accommodated at an additional charge \$35 per person.**
 - Includes transportation from hotel and airport luggage service.
 - **Offsite Tours and Events – for spouses, family and guests during Meeting dates.**
 - Transportation on own.
 - **Shuttle Service to offsite locations as required**
 - Transportation on own.
- **Amenities**
 - **Procure, Assemble and delivery coordination of agreed upon welcome, departure and conference amenities and gifts.**
- **Hospitality Desk**
 - **The Feeding Leaf will maintain an on-site Hospitality Desk as to service Transportation, Activities, Amenity and Décor services as required.**
- **Tours & Activities**
 - **The Feeding Leaf will offer and coordinate island adventure packages for attendees and guests of attendees.**
 - Cost of Activities and tours not included in Destination and Event Management Fees.
- **Group Photo**
 - **Coordinate Group Photograph of 50+ delegates with HDOA**
 - **Coordinate location with Sheraton Keauhou**
 - **Secure Photographer**
 - **Develop, Frame and Package group photo for 50 attendees.**
 - **Premium wood frame available at an additional charge.**
- **Tours & Activities**
 - **The Feeding Leaf will offer and coordinate island adventure packages for attendees and guests of attendees.**
 - Cost of Activities and tours not included in Destination and Event Management Fees.

- **Hospitality Suite & Meeting Rooms**
 - Assembly and delivery coordination of agreed décor/amenities for Hospitality Suites and Meeting Rooms.
 - Coordinate with the Host Hotel to insure that the Hospitality Suite is set up as specified. Décor to include local arrangements that use items specific to the State of Hawaii (ie: sugar cane, local fruits & flowers) that is elegant, formal and respectful.
 - Coordinate with the Host Hotel to insure Meeting Room décor includes local arrangements that use items specific to the State of Hawaii.

- **Off Site Meal : September 15, 2015,**
 - The Feeding Leaf will coordinate the planning of an offsite event that will include a pre-meal tour and a meal experience for approx. 200 persons. Transportation and meal experience costs are additional charges.
 - The Feeding Leaf will create an off property meal experience for approx. 200 persons offering Sustainable Island Cuisine. Specifics and actual cost outlined in a subsequent RFP and Proposal.

Pre-Event planning services Guidelines and Restrictions

- **Resource Research – including and limited to:**
 - Obtain Transportation quotes for group movements.
 - Airport Transfers
 - Off Site movements
 - Obtain Activity Quotes
 - Optional activities for attendees and spouses.
 - Source materials and or actual items for Welcome Gifts & Amenities

- **Design of specified Items – including and limited to:**
 - 2015 NASDA Annual Meeting logo
 - Develop/Design Welcome Gifts & Amenities with HDOA.
 - Source materials for assembly at meeting site or place orders for Gifts & Amenities that will arrive at delivery ready.
 - Activity information to be posted on NASDA Website
 - Develop with NASDA/HDOA the activity offers for attendees.
 - Obtain descriptive information from activity providers.
 - Provide copy to NASDA for posting for posting on web site.

- **Reservation of Services to produce/secure the above items.**

- **Attendee Arrival & Departure**
 - Meet & Greet Services at the Kona International Airport for main arrival flights.
 - Coordinated Hotel and Arrivals/Departures
 - Coordinated Departure Services at Kona International Airport
 - Lei greeting for specific arrivals.

- **Arrival & Departure Transportation Services**
 - Arrival & Departure Motor coaches, Limousines, Van, Sedan, Taxis etc.
 - Includes cost of Arrival and Departure transportation, porter service from baggage claim and luggage on transportation.
 - Transportation charges are based on Five (5) 53 passenger motor coaches receiving passengers from a designated flight(s).
 - Arrivals from multiple will incur additional charges.
 - Destination Fees are subject to review of preliminary Arrival and Departure Manifest.
 - Individual arrivals accommodated at an additional charge of \$50 per person.
 - Includes Meet/Greet, Airport luggage service and transportation to hotel.
 - Greeting with Lei based on availability at an additional charge of \$15.00
 - Individual Departure accommodated at an additional charge \$35 per person.
 - Includes transportation from hotel and airport luggage service.

Pre, Program and Post Date Planning Services Guidelines and Restrictions

- **Other Transportation Services**
 - **Planned/Authorized Offsite Tours and Events during Meeting dates**
 - Greenwell Farms Two (2) 53-passenger Motor Coaches. Three (3) hour limit.
 - NELHA Farms Two (2) 53-passenger Motor Coaches. Three (3) hour limit.
 - Hulihee Palace Five (5) 53-passenger Motor Coaches. 5:15 pm Departure from Sheraton Keauhou, 8:30p Pick Up from Hulihee Palace.
 - Time changes will incur additional charges.
 - **Personal Offsite Tours and Events – for spouses, family and guests during Meeting dates.**
 - Transportation on own.
 - The Feeding Leaf will arrange as requested and bill NASDA or HDOA.
 - **Shuttle Service to offsite locations as required for personal**
 - Transportation on own.
 - The Feeding Leaf will arrange as requested and bill NASDA or HDOA.
- **Amenities**
 - **Procure, Assemble and delivery coordination of agreed upon welcome, departure and conference amenities and gifts.**
 - Welcome Amenity Basket (contents supplied from HDOA)
 - Departure Amenity
 - Conference portfolio
 - Moon Calendar
 - Source, Assemble and coordinate delivery of any other miscellaneous amenity/gift requirements at an additional charge.
 - Hotel Delivery charges not included.
- **Hospitality Desk**
 - The Feeding Leaf will maintain an on-site Hospitality Desk as to service Transportation, Activities, Amenity and Décor services as required.
- **Group Photo**
 - Coordinate Group Photograph of 50+ delegates with HDOA
 - Coordinate location with Sheraton Keauhou
 - Secure Photographer
 - Develop, Frame and Package group photo for 50 attendees.
 - Premium wood frame available at an additional charge.

Program, Pre and Post Date planning services (subject to guidelines and restrictions)

- **Tours & Activities**
 - The Feeding Leaf will offer and coordinate island adventure packages for attendees and guests of attendees.
 - Advanced Bookings accommodated on NASDA and Feeding Leaf The Feeding Leaf websites
 - Coordinate other off property activities to include golf, dining, shopping, etc.
 - Actual Cost of Activities Tours and associated transportation not included in Destination and Event Management Fees.
 - Booking and payment of the above may occur either with activity provider or the Feeding Leaf.

- **Hospitality Suite & Meeting Rooms**
 - Assembly and delivery coordination of agreed décor/amenities for Hospitality Suites and any other Group Meeting Areas.
 - Coordinate with the Host Hotel to insure that the Hospitality Suite is set up as specified by HDOA & NASDA. Décor to include local arrangements that use items specific to the State of Hawaii (ie: sugar cane, local fruits & flowers) that is elegant, formal and respectful.
 - Coordinate with the Host Hotel to insure Meeting Room décor includes local arrangements that use items specific to the State of Hawaii.

- **Florals**
 - Design/Source/Procure floral arrangements in conjunction with and under the guidance of HDOA for:
 - 25 Tables at the Off Site meal on September 15, 2015.
 - 25 Tables at the Presidents Dinner meal on September 16, 2015.
 - Hospitality Suite Florals' over program dates
 - The Feeding Leaf will create an off property meal experience for approx. 200 persons offering Sustainable Island Cuisine. Specifics and actual cost outlined in a subsequent RFP and Proposal.

- **Entertainment**
 - Design/Source/Procure the following entertainment
 - Welcome Reception Oli.
 - Dragon Dance. Date/Time TBD
 - Taiko Drummers
 - Entertainment at Off Site Meal

- **Off Site Meal : September 15, 2015,**
 - The Feeding Leaf will coordinate the planning of an offsite event that will include a pre-meal tour and a meal experience for approx. 200 persons.
 - The Feeding Leaf will create an off property meal experience for approx. 200 persons offering Sustainable Island Cuisine. Specifics and actual cost outlined in a subsequent RFP and Proposal.

FEES:

Item	Cost	Remarks
Pre-Planning Stage	\$5,000.00	subject to guidelines and restrictions
Program and Pre/Post Planning	\$13,910.00	subject to guidelines and restrictions
Airport Transfers w/Lei Greeting	\$15,820.00	subject to guidelines and restrictions
Off Site Group Transportation	\$10,270.00	subject to guidelines and restrictions
Arrival & Departure Amenities	\$10,000.00	subject to guidelines and restrictions
Group Amenities	\$12,500.00	subject to guidelines and restrictions
Photography Services	\$5,000.00	subject to guidelines and restrictions
Decorations	\$5,000.00	subject to guidelines and restrictions
Floral	\$5,000.00	subject to guidelines and restrictions
Hospitality Suite	\$5,000.00	subject to guidelines and restrictions
Entertainment	\$10,000.00	subject to guidelines and restrictions
Total		97,500.00

*subject to 4.167% Hawaii General Excise Tax

The above table reflects costs and fee estimates. We require a signed agreement to begin services. Detailed guidelines and restrictions to be included as an attachment schedule in the actual agreement. We will not incur additional costs without written prior approval. Our fee does not include modifications to scope of work.

- The following types of charges are not included as part of the above fees
 - Off-site Meal experience & Pre-meal tour - Transportation and meal experience a costs are additional charges.
 - Cost of Activities and tours not included in Fees.
 - Hotel Delivery charge not included in fees
 - Gratuities

Our terms are 50% deposit upon signing of our agreement. The balance of our fees are due in two installments of 25% each, 60 days and 30 days prior respectfully

Accepted by:

Megan McDonald NASDA 2/26/15
 Signature Date

Megan McDonald NASDA
 Print Name
Assistant Director, Trade Shows NASDA
 Title