



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

15 OCT 13 A11 :24

TO: Chief Procurement Officer

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

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 and/or services:
HDOA Aquaculture & Livestock Support Services (ALSS) received a grant from the USDA Agricultural Marketing Service Federal-State Marketing Improvement Program to help Hawaii aquaponic farmers expand their markets for Oct 2013 - Sept 2015. One of the projects is to make three movies related to aquaponics.

2. Vendor/Contractor/Service Provider	Mystical Video Production, Inc.	3. Amount of Request:	
		\$ 10,000	
4. Term of Contract From:	23-Apr-15	To:	30-Sep-15
		5. Prior SPO-007, Procurement Exemption (PE):	NA

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
The first two movies were completed by Sept 2015. Due to the scale of the third movie, ALSS need additional time and have got a 4-month extension approved by the USDA. The new ending date is January 31, 2016. The remaining grant amount is \$10,000. ALSS filed an extension of the state contract at the end of September. It is at that time that ALSS learned from the Deputy AG that the original contract has no term in it that allows for extension. ALSS assumed the contract could be extended and thought the contract template has such language. Sorry for not knowing all aspects of the contract. The chosen contractor has laid some groundwork for the third movie. ALSS have to finish it by January 2016. Another RFP procedure will take too much time and disrupt the continuity of ALSS's work with the existing contractor. ALSS will include contract extension clause in future contracts.

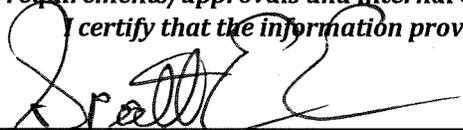
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

An RFP procedure was used to find the existing contractor.

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
Todd Low	Animal Industry	483-7130	todd.e.low@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

10-9-15
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 10-21-15

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:

No action required by the CPO. The Department has executed a supplemental contract, which does not require CPO approval.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565, or donna.tsuruda-kashiwabara@hawaii.gov.

Approved

Disapproved

No Action Required


Chief Procurement Officer Signature

10.28.2015
Date