

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

Received by
State Procurement Office
06/14/2016

TO: Chief Procurement Officer

FROM: DBEDT/SID - Hawaii State Energy Office
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:
The Hawaii State Energy Office (HSEO) would like to award sponsorships for events that benefit, serve, and impact Hawaii's clean energy goals. The requested amount is \$40,000 for FY17.

2. Vendor/Contractor/Service Provider:	TBD based on applications approved by the sponsorship review committee	3. Amount of Request:	\$, 40,000 (FY17)
4. Term of Contract From:	7/1/2016	To:	6/30/2017
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:
One of the strategies HSEO utilizes to fulfill its mission is the sponsorship of events that promote and generate awareness of Hawaii's clean energy goals. Events include but are not limited to conferences/summits, workshops, seminars, educational events, and trade fairs. This exemption request addresses situations where opportunities arise for HSEO to sponsor event(s) and it is not practical to obtain multiple quotes. After discussion with SPO on 5/17/16, HSEO was advised to follow the High Technology Development Corporation modified hybrid RFP (RFP/Professional Services for consultation services). HSEO sponsorships are 100% federally funded.

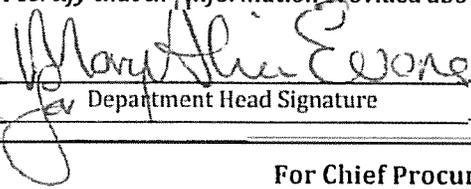
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
An open and modified hybrid RFP (RFP/Professional Services for consultation services) will be posted and remain open till the end of FY17 (6/30/17) or until funds are exhausted, whichever occurs first. HSEO will accept applications for sponsorship of events that are in alignment with Hawaii's clean goals and HSEO's mission and priority programs. The RFP is a modified version of the typical RFP process. Applications will be evaluated by a committee against an established set of criteria. Recommendations will be presented to the Procurement Officer. Awards will be subject to the evaluation factors and availability of funds.

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
Mark B. Glick	HSEO	587-3812	mark.b.glick@hawaii.gov
Susan Gray-Ellis *	HSEO	587-9002	susan.gray-ellis@hawaii.gov
Kathy Yim	HSEO	587-9003	kathy.yim@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

6-7-16
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 6/15/2016

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 7/1/2016 to 6/30/2017 with the understanding that the department has determined it is advantageous to use a hybrid RFP process to award sponsorships to various vendors for events that benefit, serve, and impact Hawaii's clean energy goals. This approval 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 and may use the Hawaii Compliance Express) for all contracts awarded, and award is required to be posted on the Awards Reporting System. Copies of HCE certificates and 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

6/23/16
Date