



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

Received by
State Procurement Office
11/09/2016

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:
For the past four years DBEDT has received a State Trade Expansion Program (STEP) grant from the U.S. Small Business Administration to ramp up efforts to increase the number of exporters from Hawaii and the value of exports from those firms currently exporting. To assist in these efforts, DBEDT seeks to contract with this vendor to provide export readiness training, counseling, mentoring and other technical assistance to Hawaii companies interested in exporting and increasing the export of their goods and services globally. DBEDT does not have the capacity or in-house knowledge to conduct export training.

2. Vendor/Contractor/Service Provider:	Hawaii Pacific Export Council	3. Amount of Request:	\$ NTE 80,000
4. Term of Contract From:	1/1/2017	To:	9/30/2017
		5. Prior SPO-007, Procurement Exemption (PE):	PE14-068D, PE15-052S

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
The SBA's Program Announcement No. OIT-STEP-2016-01 states in Section 1.5 Collaboration and Leveraging of Resources, "Applicants selected for awards under this Announcement are expected to leverage SBA funding by working in conjunction with other Federal, state, local and tribal government export development programs and activities provided by . . . U.S. Export Assistance Centers . . ." The U.S. Export Assistance Centers (USEAC) are part of the U.S. Department of Commerce (USDOC). To achieve this collaboration, 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 to function as an advisory committee to the USEAC in Hawaii. HPEC provides export counseling, training and technical assistance in cooperation and collaboration with the USEAC in Hawaii, 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 meet SBA's expectation of collaboration and leveraging of resources.

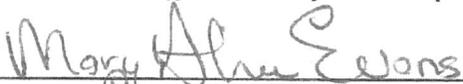
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
HPEC was selected in consultation with the USEAC-Hawaii as to which organization DBEDT should be working with to ensure collaboration with the STEP grant. The USEAC has pointed to HPEC as the only export consulting, counseling, training and technical assistance services organization dedicated to assisting companies interested in exporting, and sanctioned and directly related to the Department of Commerce's U.S. Export Assistance Center. HPEC members are appointed by the U.S. Secretary of Commerce based on their knowledge and professional experience with trade, and the Council's combined years of experience in international business and trade 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	587-2753	jamie.k.lum@hawaii.gov
Mark Ritchie	BDSB	587-2785	mark.j.ritchie@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

11-07-16

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 11/09/2016

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 1/1/2017 thru 9/30/2017. It is based on the understanding that the Department has determined that it would not be advantageous to conduct a competitive procurement as the Hawaii Pacific Export Council (HPEC) is the recommended collaborative partner by the U.S. Export Assistance Centers (USEAC), enabling the State to obtain federal funds. In addition, HPEC serves as one of 56 District Export Councils nationwide certified and sanctioned by the U.S. Department of Commerce to function as an advisory committee to the USEAC in Hawaii. This approval is for the solicitation process only, HRS §103D-310(c) and HAR §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 the HCE certificate and the awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Kevin Takaesu at 586-0568 or kevin.s.takaesu@hawaii.gov.

Approved

Disapproved

No Action Required


Chief Procurement Officer Signature

11/2/16

Date