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**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103d, HRS**

TO: Chief Procurement Officer

FROM: DBEDT/SMSD/Investment and Business Analysis Branch

Pursuant to § 103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

## Description of goods, services, or construction

1. Create increased awareness of Hawaii as a good place for business and investment, including promoting Hawaii through various media including television, radio, magazines, journals, newspapers and paid advertising in China.
2. Promote Hawaii through seminars, workshops and/or trade shows in China showcasing targeted industries and sectors.
3. Personally contact individuals, organizations and small groups in China for prospective business and investment in Hawaii.
4. Arrange appointments and follow-up.
5. Promote Hawaii's education and training capabilities to China's private sector firms and organizations, educational institutions, and government agencies.
6. Work on increasing business travel from China to Hawaii through meetings, conventions, and incentive tours. Provide opportunities for Hawaii's education and training sectors, as well as science and technology, agriculture, health and wellness industries.
7. Support DBEDT missions, administer Beijing office and maintain accounts.
8. Formulate, direct, and administer all State of Hawaii China Office (SHOB) program functions pursuant to Section 201-81, HRS. Represent the Governor and State of Hawaii as directed by STATE.
9. Develop and coordinate programs targeting Chinese companies or industries.
10. Provide information to STATE on China government policies and regulations impacting Hawaii business, markets, sales, tourism, and related activities.
11. Assist STATE's promotional activities in China, including making arrangements for trade missions and setting up appointments with business and government representatives.
12. Develop working relations with the China government ministries, banks and economic and business organizations, U.S. diplomatic and consular posts, and American states' organizations.
13. Promote Hawaii products and services.
14. Serve as a resource for information on investing and doing business in Hawaii, on Hawaii's economy and economic climate, and on government regulations.
15. Maintain accounting, inventory and legal records of SHOB, and verify accuracy in reporting to STATE.
16. Negotiate contracts for services, purchase of goods, lease of premises, as necessary, in order to ensure the operation of SHOB.
17. Conduct related operations, as needed, such as the hiring or contracting of consultants, ensuring that established policies and procedures are followed.
18. Continue to maintain accounting system for all funds received into accounts by source of revenue and for all funds expended from accounts by expenditure.
19. Assist other State of Hawaii departments, and State of Hawaii elected representatives, in China.

The State of Hawaii Office in Beijing responds to China business opportunities, as the country transitions to a market-oriented economy. Our office plays a vital role in diversifying our economic base by developing and expanding new markets for Hawaii's products and services and attracting new businesses and capital. The Executive Director's established relationships with China's government and private sector further our economic interests, including plans and business development programs, and serves as a conduit of information on opportunities in China and Hawaii. During the past year, our Beijing Office generated over \$5 million in new revenues.

Name of Vendor: Bo Wu  
Address: COFCO Plaza, Suite 606, Tower A  
8 Jianguomennei Avenue  
Beijing, 100005 PRC

Cost: \$23,500

Term of Contract: From: 7/11/05 To: 12/31/05

Prior Exemption Ref. No. (if applicable)

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: This request is an interim measure to assure office continuity and completion of last quarter's activities and programs.

Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: An Invitation for Bid (IFB) or Request for Proposal will be released within the next sixty to ninety days to recruit the candidates for the positions.

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

A description of the agency's internal controls and approval requirements for the exempted procurement: An Invitation for Bid (IFB) or Request for Proposal will be released within the next sixty to ninety days to recruit the candidates for the positions.

Submit in Duplicate

A list of agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Theodore E. Liu – Director  
Mark Anderson – Deputy Director  
Dennis Ling – Administrator, SMSD

Direct questions to: Richard Bahar

Phone Number: 587-2769

This exemption should be considered for list of exemptions attached to Chapter 3-120, HAR: Yes  No

***I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT***



Department Head or Designee

Title (If other than Department Head)

Chief Procurement Officer's Comments: This approval is for a six-month period, or upon the completion of DBEDT's solicitation and contracting process, whichever is sooner. The DBEDT should clarify and ensure that the performance of services is as an independent contractor, and not as a personal services contractor when using the procurement process to acquire these services.

Please ensure adherence to applicable administrative requirements.

APPROVED

DISAPPROVED



Chief Procurement Officer

7/8/05

Date

cc: Administrator,  
State Procurement Office