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

- 1. TO: Chief Procurement Officer
- 2. FROM: DBEDT-Strategic Industries Division

Department/Division/Agency

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

3. Description of goods, services or construction:
 Co-sponsorship of the Hawaiian Electric Company, Inc. one-day workshop on the Energy Policy Act of 2005 to be held Friday, July 7, 2006, from 8:00 a.m. to 4:00 p.m. Services to include complimentary registrations for four State of Hawaii representatives, mention of DBEDT and Rebuild Hawaii on announcements as co-sponsors, and final report.

4. Name of Vendor: Hawaiian Electric Company, Inc. Address: P.O. Box 2750 Honolulu, Hawaii 96840-0001	5. Price: \$3,000.00
6. Term of Contract: <i>upon CPD Approval</i> From: Date of Execution To: August 31, 2006	7. Prior Exemption Ref. No. 03-53-J

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State: Procurement by competitive means was not practicable or advantageous to the State due to timing of the event. It was not practicable as the co-sponsorship is being organized by Hawaiian Electric Co., Inc., and there are two private sector co-sponsors who are also participating. In addition, this partnering arrangement is beneficial to all parties, as the cost of the workshop is estimated at \$18,000 and DBEDT's co-sponsorship is \$3,000. The State will receive four complimentary registrations, mention of DBEDT on announcements, and a final report.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
 There was no competitive process followed to select the vendor as this was an unsolicited proposal, which was reviewed and co-sponsorship approved based on consideration of the subject matter of the workshop, its importance under Administrative Directive 06-01, and that it was open only to state and federal participants. Direct cost to DBEDT if we held the workshop through the Association of Energy Engineers would be greater than \$18,000. Hawaiian Electric Co., Inc., is a Rebuild America partner and is such is part of the broader effort of the State Energy Program to utilize public/private sector partnerships to leverage funding for such events.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 This proposal was reviewed by the Energy Branch, Strategic Industries Division for consistency with our policy of leveraging public/private sector partnerships for such events as this technical workshop. The request for exemption and supporting documents were reviewed by the Administrative Services Office/contracts for compliance and processing of the request for exemption.

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

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

Name	Position	Involvement in Process	
Theodore E. Liu	Director	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Ken Kitamura	ASO	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Eileen Harada	Contracts Administrator	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Maurice H. Kaya	Chief Technology Officer	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Carilyn O. Shon	Energy Branch Manager	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Elizabeth S. Raman	Energy Conservation Program Spec.	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration

13. Direct inquiries to: Department: DBEDT
 Contact Name: Elizabeth Raman
 Phone Number: 587-3806
 Fax Number: 587-3820

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*



JUN 07 2006

Department Head

Date

Reserved for SPO Use Only

15. Date Notice Posted 06/13/06

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
 State Procurement Office
 P.O. Box 119
 Honolulu, Hawaii 96810-0119

Chief Procurement Officer's comments:

This request is being returned without action. This request to provide \$3,000 as a co-sponsor and participant in the workshop is less than \$25,000 and subject to small purchase procedures. Please refer to Procurement Circular No. 2003-01, Amendment 2, dated December 2, 2005, and follow the outlined procedures to document the procurement in Part C.

16. APPROVED DISAPPROVED

NAR


 Chief Procurement Officer Date 6/20/06