



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

1. TO: Chief Procurement Officer

2. FROM: State Procurement Office, for All Executive Departments (excluding DOE & OHA)

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:

Out-of-State air and hotel accommodations, and intra-state hotel accommodations. Does not include hotels at which the conference is being held.

4. Name of Vendor: Various

Address:

5. Price:

Determined by market conditions

6.

Term of Contract:

From: 6/1/07

To: 5/31/08

7. Prior Exemption Ref. No.

na

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State: In the current market conditions, there is no advantage to the State to procure air and/or hotel reservations by competitive means. Reservations can be made via the internet direct with the airlines or hotels, on-line travel agencies, and traditional travel agencies who can offer competitive rates. Online and direct reservations are more efficient as they offer immediate confirmation.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

Alternatively, agencies shall complete SPO Travel Worksheets which requires travelers to obtain a minimum of two or three quotes (for out-of-state travel) or two quotes (for intra-state travel) from a vendor of their choice (ie. direct vendor booking, online booking agent, travel agencies).

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

Reference each department's procurement delegation authority and internal controls.

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

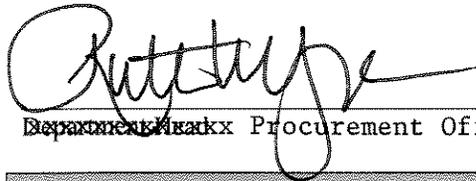
12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

Name	Position	Involvement in Process	
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
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		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to: Department: SPO
 Contact Name: Bonnie Kahakui
 Phone Number: 587-4702
 Fax Number: 586-0560

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.





Department Head, Chief Procurement Officer

Date

Reserved for SPO Use Only

15. Date Notice Posted 5/16/07

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:

Agencies will be required to complete the SPO Travel Worksheet and obtain the required minimum number of quotations in order to secure reservations for airfare and lodging. All final approvals are subject to each department's procurement delegation authority and internal policies.

16. APPROVED DISAPPROVED NO ACTION REQUIRED



Chief Procurement Officer

5/29/07
Date