

07 MAY 29 P2:13

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

1. TO: Chief Procurement Officer  
2. FROM: Theodore E. Liu, Director  
DBEDT

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:  
Reception venue, food and beverage service, audio visual equipment.

4. Name of Vendor: Okinawa Harborview Hotel Address: 2-46 Izumizaki Naha City, Okinawa 900-0021 Japan	5. Price: \$20,000
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6. Term of Contract: From: 6-21-07 To: 6-21-07	7. Prior Exemption Ref. No.
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8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
DBEDT requested assistance from the Okinawa Prefectural Government to secure a venue for the Hawaii-Okinawa Sister-State Reception. The Harborview Hotel was the only hotel in Naha City that was available on June 21<sup>st</sup> that met event requirements.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
The project will be managed jointly by the Governor's State Tourism Liaison's Office and DBEDT's Strategic Marketing & Support Division.

**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
Ted Liu	Director	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Marsha Wienert	State Tourism Liaison	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Dennis Ling	Administrator	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: DBEDT Contact Name: Dennis Ling Phone Number: 587-2755 Fax Number: 586-2589
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Agency shall ensure adherence to applicable administrative and statutory requirements

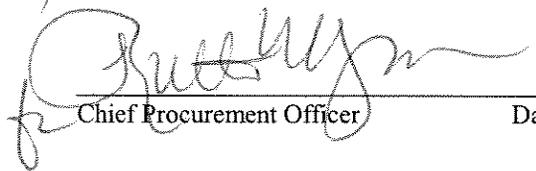
14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*

  
 Department Head

5/25/07  
 Date

Reserved for SPO Use Only	
15. Date Notice Posted	5/29/07
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: <p align="center">                         Chief Procurement Officer                          State Procurement Office                          P.O. Box 119                          Honolulu, Hawaii 96810-0119                     </p>	
Chief Procurement Officer's comments: HAR Section 3-120-4, Exhibit A, Item 10, provides that facility costs for these types of events do not require CPO approval.	

16.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

  
 Chief Procurement Officer

5/29/07  
 Date