



'07 MAY 29 P2:13

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

1. TO: Chief Procurement Officer
Theodore E. Liu, Director
2. FROM: 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:
Meeting/banquet rooms, food and beverage service on June 18, 2007.

4. Name of Vendor: Westin Tokyo
Address: 1-4-1 Mita, Meguro-ku
Tokyo 153-8580 Japan

5. Price:
\$8,000

6. Term of Contract: From: 6-18-07 To: 6-18-07

7. Prior Exemption Ref. No.

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:
Among five hotel properties contacted, The Westin Tokyo was the only hotel that could accommodate Hawaii's needs related to guest rooms and meeting rooms for seminars and receptions.

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

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.

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

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.*



MAY 25 2007

Department Head

Date

Reserved for SPO Use Only

15. Date Notice Posted 5/31/07

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

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

Chief Procurement Officer's comments:

HAR section 3-120-4, Exhibit A, Item No. 10, provides that facility costs for these types of events do not require Chief Procurement Officer approval.

16.

APPROVED

DISAPPROVED

NO ACTION REQUIRED


Chief Procurement Officer

5/31/07
Date