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**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 Departmentns

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:

Market conditions
\$1.5 Million Estimated

6. Term of Contract: From: 6/1/08 To: 5/31/09

7. Prior Exemption Ref. No.
PE07-112-C

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:
Agencies shall complete State Procurement Office Travel Worksheets which requires employees to obtain a minimum of two quotes for out-of-state air and hotel from a vendor of their choice (i.e. 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.

