



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

1. TO: Chief Procurement Officer
 2. FROM: DBEDT/CID/Arts and Culture Development Branch

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: See Attachment A.	
4. Name of Vendor: Maui Writers Conference Foundation Address: P.O. Box 1118 Kihei, HI 96753	5. Price: \$1,000.00
6. Term of Contract: From: 8/15/08 8/11/08 To: 9/15/08	7. Prior Exemption Ref. No.
8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: This request for exemption is being submitted because the MWC Foundation was specifically created to be the conduit and administrator of the MWC. The MWC Foundatin will be responsible for producing and advertising the screenwriting program track for the MWC.	
9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: As stated in the previous section, Maui Writers Conference Foundation is the only venue that is best suited for the described services.	
10. A description of the agency's internal controls and approval requirements for the exempted procurement: MWC's performance of goods and services to be provided will be monitored, evaluated and approved by David Nada and Tracie Young.	

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:

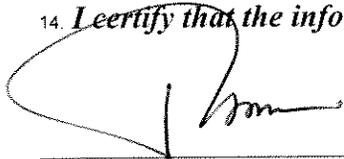
Name	Position	Involvement in Process	
Georja Skinner	Chief Officer for CID	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
David Nada	Business Dev. Program Manager	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
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		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to:

Department: DBEDT
 Contact Name: David Nada
 Phone Number: 587-2754
 Fax Number: 587-3388

Agency shall ensure adherence to applicable administrative and statutory requirements

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



AUG 11 2008

Department Head

Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>8/14/08</u>
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="right"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p>	
Chief Procurement Officer's comments: 	

16. APPROVED DISAPPROVED NO ACTION REQUIRED



 Chief Procurement Officer Date

Attachment A

We request to enter into a Letter of Agreement with the Maui Writers Conference Foundation, a 501C3 nonprofit organization for the purposes of advancing their screenwriting program during the annual Maui Writers Retreat and Conference 2008. Now in its 16th year, the conference and retreat bring together literary and entertainment leaders to nurture the development of writers from around the world.

The fee will provide support for the 2008 Screenwriting Retreat track, specifically to cover costs associated with producing a short film of the winning screenplay. This project is a collaboration of the Maui Writers Conference and the University of Hawaii Academy of Creative Media (ACM) under the direction of Joel Moffatt, instructor and with the approval of UH ACM director Tom Brislin. Students from the ACM program will produce a short film based on the winning script over a three day period and will be screened on the final night of the Maui Writers Conference 2008.

The scope of work will include:

- Reviewing and breaking down of the screenplay into scenes.
- Obtaining permits and any fees associated to ensure compliance with public/private lands.
- Hiring of actors to perform the scenes.
- Post production of the scene to produce a finished copy to screen at event and for educational purposes.