

08 SEP 19 11:00



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

1. TO: Chief Procurement Officer
2. FROM: DEPARTMENT OF HAWAIIAN HOME LANDS

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:
1) To secure a facility to hold a two (2) day conference and workshops for about 200 native Hawaiian leaders, project managers and youth leaders covering the philosophy of balancing authority and assets with responsibility and capacity; provide information on association development; provide information on generating revenues; introduce Act 302 outcomes; and assess group capacity to tailor upcoming followup training and technical assistance. 2) To secure on-site over-night accommodation for conference attendees. 3) To secure on-site conference meals for attendees.

4. Name of Vendor: Sheraton Waikiki Hotel
Address: 2255 Kalakaua Avenue
Honolulu, HI 96815

5. Price:
\$73,577.00

6. Term of Contract: From: 9/27/2008 To: 9/28/2008

7. Prior Exemption Ref. No.
10

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
The head of purchasing agency (Chairman of DHHL) determined that the procurement by competitive means was either either not practicable or not advantageous to the State due to the extensive effort by the agency's to secure a venue to hold a two-day conference/workshops for 200 native Hawaiian leaders, project managers and youth leaders measuring the overall cost compared to the service or product being provided by the vendor.

Pursuant to §3-102-4, Procurement Exempt from Chapter 103D, Hawaii Revised Statutes.

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

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

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
Micah Kane	Chairman	<input type="checkbox"/> Approval <input type="checkbox"/> Administration
William Kamana'o Mills	Special Assistant	<input type="checkbox"/> Approval <input type="checkbox"/> Administration
James Pao	Fiscal Management Officer	<input type="checkbox"/> Approval <input 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: Hawaiian Home Lands Contact Name: Darrell Yagodich Phone Number: 808-620- 480 9481 Fax Number: 808-620-9559
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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.*



9/14/08

Department Head

Date

Reserved for SPO Use Only

15. Date Notice Posted 9/22/08

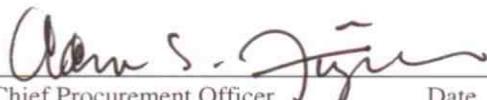
The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
 State Procurement Office
 P.O. Box 119
 Honolulu, Hawaii 96810-0119

Chief Procurement Officer's comments:

Based on the information provided in this request, it is our determination that this procurement is exempt under HAR 3-120-4(b) Item 10. For that reason, this request is returned with no action required by the State Procurement Office.

16. APPROVED DISAPPROVED NO ACTION REQUIRED


 Chief Procurement Officer Date 9/25/08

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

In discussing the purpose of the conference, staff set criteria regarding location of the facility (near airport or in private location outside Honolulu, if possible), size (sufficient to accommodate 200 conferees in plenary and three breakout meeting rooms), and cost.
Findings:

A. Facilities Close to Airport – Reduce or Eliminate Need to Transport Conferees to/from Airport

Staff contacted the Plaza Hotel and Honolulu Airport Hotel – Facilities not available and not adequate to accommodate 200 conferees.

B. Facilities in Private Location Outside Honolulu – To Maximize Focus on Conference Purpose

Staff contacted the Makaha Inn, Ko Olina Resort, and Turtle Bay Resort – Facilities not available.

C. Facilities of Sufficient Size

Staff contacted Hyatt Regency Hotel, Hilton Hawaiian Village, and Sheraton Waikiki. The Hyatt was not available.

D. Cost

The Hilton and Sheraton were available, but the Hilton was more expensive.

Staff selected the Sheraton Waikiki Hotel and began discussions and negotiations on accommodations, meals, and meeting facilities and support.

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

The final deadline to lock in the hotel room, meals, and meeting facilities and support is Wednesday, September 24, 2008. Several internal controls are being implemented to (1) make clear to the hotel and to conferees, those costs which DHHL will carry (and costs DHHL will not carry), as well as (2) handle hotel registrations, baggage storage, and use meal tickets to reduce or eliminate the possibility of errors.

DHHL has committed to carry the cost for up to four (4) persons designated by Hawaiian homestead associations, the Hui Kakoo Aina Hoopulapula organization, and three Undivided Interest community task forces. The MAXIMUM number of beneficiaries to be accommodated is 172 and the maximum number of staff is 28 for a total of 200 people.

Registration forms were mailed out on August 4 and due to DHHL by September 15. Up to four (4) persons designated for each organization. Anyone in addition to the four designated persons will be responsible to pay all of their own expenses through a conference fee.

Air and ground transportation will be arranged through a third party vendor in the name of the person approved

Rooms will be assigned by name of the person approved and those with special needs will be accommodated by the hotel. The hotel has been instructed that DHHL will pay for hotel rooms only. The individual person must pay for any other costs such as telephone calls, room service, in-room snacks and beverages, movie rentals, etc . . .

Approved conferees will be provided with meal tickets to control the number of meals and costs incurred.

DHHL staff will be available at any time throughout the conference to answer questions and assist conferees.