

ITS 20090202154614



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

- 1. TO: Chief Procurement Officer
- 2. FROM: High Technology Development Corporation (HTDC)

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:
 Sponsorship of Bytemarks new media/ e-Commerce "hands-on" two-part training series to be held at Kapiolani Community College on two consecutive Saturdays, February 21 and 28, 2009. The computer room at KCC will be equipped with 25 laptops and Internet connection to provide small business owners, employees & entrepreneurs with new Internet techniques to help expand markets through Internet sales.
 The U.S. Dept. of Commerce-Economic Development Administration (EDA) awarded a grant to HTDC in June, 2004 with an expiration date of April, 2009. HTDC must expend all EDA grant monies before the expiration date. One aspect of the EDA grant scope of work is to conduct training series on eCommerce, including expansion of markets through Internet sales. The grant also has a service provider "in-kind" match requirement of 1:1 (match a minimum of dollar for dollar in donated time, supplies, and services for any funds paid to them as HTDC contractors for services). This two part training series will achieve both the scope and requirements of the grant during the grant term.

4. Name of Vendor: Bytemarks
 Address: P.O. Box 152
 Honolulu, HI 96810

5. Price:
 \$9,500.00

6. Term of Contract: From: 02/21/2009 To: 02/28/2009

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
 Bytemarks is a technology partner bringing together the technology and business community to leverage grant dollars for economic development of international markets for Hawaii businesses. Bytemarks has the experience and ability to effectively conduct this new media/ e-Commerce training series within the timeframe, reach the most businesses to help economic development, and provide the in-kind match requirement. Other technology firms capable of conducting training in new media/ e-Commerce have been approached but cannot complete the workshop before the grant expiration date.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
 Able to meet federal EDA grant deadlines. Able to contribute non-cash "in-kind" match requirement. Able to meet EDA grant scope of work.

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 1. Pre-approval obtained by Executive Director 2. Staff completes HTDC internal purchase request (PR). PR form routes to Executive Director for signature 4. Staff obtains State vendor code or process info to obtain vendor code.
 5. HTDC obtains proposal from Bytemarks (indicates scope of work and in-kind contribution) 6. HTDC obtains flyers and marketing materials and helps market workshop 7. Attend event 8. Complete write-up of event for EDA report 9. Request invoice after the event from Bytemarks 10. Compose acknowledgment letter of fulfillment of scope of work 11. Send check and letter to Bytemarks.

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	
Yuka Nagashima	Executive Director	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Steve Sakuda	Controller	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Sylvia Bollmeier	Contracts Administration	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Russell Au	Bus. Development Mgr.	<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

13. Direct inquiries to: Department: HTDC
 Contact Name: Russell Au
 Phone Number: 539-3845
 Fax Number: 539-3795

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.*



FEB 05 2009

Department Head

Date

Reserved for SPO Use Only

15. Date Notice Posted 2-18-09

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:

Your request does not qualify as a sponsorship. Please refer to Procurement Circular 2006-07, Amendment 1 for the proper procedures to process small purchase procurements for goods, services and construction for \$5,000 to less than \$15,000.

18.

APPROVED DISAPPROVED NO ACTION REQUIRED


Chief Procurement Officer

3/18/09
Date