

RUSH

STATE PROCUREMENT OFFICE
STATE OF HAWAII

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**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:
Lead sponsor of e-Commerce workshop with the Maui Chamber of Commerce on March 20, 2009 (date subject to change if venue changes) in Kahului, Maui, HI. This will be a 2-4 hour workshop to provide new Internet tools to expand markets and sales via the Internet. Note: Date subject to change on venue availability.

The U.S. Dept. of Commerce - EDA awarded a grant to HTDC in June, 2004 with an expiration date of April 2009. One aspect of the EDA grant scope of work is to conduct training series on e-Commerce, including expansion of markets through Internet sales. This workshop will achieve this requirement during the grant term.

4. Name of Vendor: Maui Chamber of Commerce
Address: 313 Ano Street
Kahului, HI 96732

5. Price:
\$5000.00

6. Term of Contract: From: ~~03/10/09~~ ^{3/12/09 dtk} To: 03/27/09

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
Maui Chamber of Commerce organizes and hosts a variety of workshops for its members and the community throughout the year. One venue is their breakfast workshop, which is scheduled as needed to provide timely education on specific topics of interest to their members. Given the economic climate, recent events have mentioned using Internet tools as an inexpensive way to market their members' products and services. The Chamber then looks for a sponsor or sponsors in a related field or whose mission matches the topic to underwrite the workshop. The Maui Chamber of Commerce believes HTDC's mission matches this topic and therefore is asking HTDC to be the lead sponsor for this workshop.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
Other economic development entities, such as Maui Economic Development Board and Small Business Development Center, which are known for putting on similar events, did not have any scheduled on a similar topic during this time frame.

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) 3. 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 the Chamber (indicates scope of work) 6. HTDC obtains flyers and helps market the workshop 7. Attend workshop 8. Complete write-up of event for EDA report 9. Request invoice after the event from the Chamber 10. Compose acknowledgement letter of fulfillment of scope of work 11. Send check and letter to the Chamber.

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
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 Bollmeir	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
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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.*



Department Head

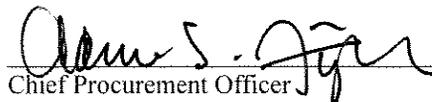
MAR 10 2009

Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>3/16/09</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="center"> 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


 _____ Date 4/15/09