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STATE PROCUREMENT OFFICE  
NOTICE OF AND REQUEST FOR EXEMPTION  
STATE OF HAWAII 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: Hawaii Writers Foundation

Address: 4224 Waialae Avenue, #586  
Honolulu, Hawaii 96816

5. Price:

\$9,500.00

6. Term of Contract:

From: *UPON LPO APPROVAL* To: 9/11/09

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 Hawaii Writers Foundation (HWF) was specifically created to be the conduit and administrator of the Hawaii Writers Conference (HWC). The HWF is responsible for producing and advertising the 2009 HWC on September 4-7, 2009.

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, the HWF is the only venue that is best suited for the described services.

*09-127-C*

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

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

HWF's performance of goods and services to be provided will be monitored, evaluated, and approved by Georja Skinner and David Nada.

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

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

JUN 15 2009

Date

**Reserved for SPO Use Only**

15. Date Notice Posted

6/18/09

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



Attachment A

We request to enter into a Letter of Agreement with the Hawaii Writers Foundation, a 501(c)3 non-profit organization for the purposes of advancing their screenwriting program during the annual Hawaii Writers Retreat and Conference 2009. Now in its 17<sup>th</sup> 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 services related to the integration of nurturing creativity as well as two "Voices of Hawaii" performances prior to Saturday's (September 5, 2009) and Sunday's (September 6, 2009) evening keynote presentations respectively. The integration of songwriting in the Conference is to further emphasize and highlight Hawaii's cultural contributions to the art of storytelling through songwriting/composing.

The scope of services will include:

- Securing up to two panelists (authors, screenwriters, songwriters) who will present sessions in conjunction with the Hawaii Writers Foundation's "Voices of Hawaii" program, as well as two performing music groups that will showcase their songwriting in performance and dialogue prior to the Saturday/Sunday events.
- Provide three mini DV or DVD copies of any videotaped materials for use in various media by DBEDT, panelists, and performers.