

DB# 20090626131255



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

- 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:  
 Silver level sponsorship for the Hawaii Spinout Summit on July 30, 2009. This forum is hosted by various organizations on an annual basis. The 2009 Summit is hosted by HIBEAM and Virtual Law Partners. It will feature principles of investing and key challenges, issues, and opportunities facing Hawaii research universities, institutions, dual use companies, researchers, entrepreneurs and investors seeking to spinoff research into new companies. The Summit represents an ideal opportunity for professors, researchers, executives, investors and entrepreneurs interested in identifying, evaluating and then spinning off promising technologies into private companies. HTDC will market its services and will encourage the growth of the high technology sector at this year's event.

HTDC will use funding from U.S. Dept. of Commerce EDA grant 07-79-06344 for this sponsorship.

4. Name of Vendor: Virtual Law Partners LLP Address: P.O. Box 3290 Honolulu, HI 96801	5. Price: \$500.00
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6. Term of Contract: From: 07/30/09 To: 07/30/09	7. Prior Exemption Ref. No.
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8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:  
 HTDC's mission is to help foster the growth of the high technology sector in Hawaii. Important components to support this mission is, but not limited to, educating participants on equity financing and utilizing University of Hawaii research to help launch new local businesses. This specialized and targeted Summit will help to facilitate this process. No other events of this nature are currently being held.  
 HTDC sponsors appropriate events as the opportunities arise that further HTDC & the federal grant's mission instead of directly conducting workshops. This leverages the federal funding to be more cost effective so the money can be used more effectively over the period of the grant. It is not practicable for HTDC to solicit in advance for these kinds of opportunities.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
 HTDC is not aware of any planned event for 2009 that provides the services as described in item 3 above.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
 1. Pre-approval obtained by HTDC 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 event organizer 6. HTDC obtains flyers, helps market and provides event info to its client base 7. Attend event 8. Complete write-up of event for EDA report 9. Request invoice after the event from the organizer 10. Compose acknowledgement letter and send check.

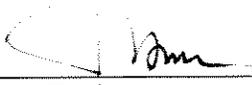
**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)**

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 Directyor	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Steve Sakuda	Controller	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Coleen Yoshina	Executive Secretary	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Sandi Kanemori	Prog Spc, Business Development	<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

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.*

  
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 Department Head Date

Reserved for SPO Use Only
15. Date Notice Posted _____
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

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 Chief Procurement Officer Date