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

1. TO: Chief Procurement Officer  
2. FROM: DBEDT-SID

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:  
The Greener Downtown kit is a guide on how to become a greener business and then how to be recognized as a Hawaii Green Business. This initiative and kit has been initiated by the Core Group One. DBEDT was approached to co-sponsor this effort that will help to promote green business practices which include energy and resource efficiency and the Hawaii Green Business program.  
  
DBEDT will use funding from the US Department of Energy State Energy Program PVE-BLDGS-HPB

4. Name of Vendor: Core Group One Address: Core Group One, Inc. 700 Bishop Street, 4 <sup>th</sup> floor Honolulu, HI 96813	5. Price: \$1000
6. Term of Contract: From: January 8, 2010 To: Dec. 2010	7. Prior Exemption Ref. No. 0

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:  
DBEDT is a proponent of the State of Hawaii's Clean Energy Initiative (HCEI). HCEI has goals of 70% clean energy by 2030. In order to achieve these goals, DBEDT and the State of Hawaii must work closely with ongoing efforts that leverage the work that other agencies and private industry initiates. One of these efforts is the Greener Downtown Initiative. Other co-sponsors of this effort are: Hawaiian Electric Company, Xerox Hawaii, Topa Management Company, Oceanic-Time Warner Cable and others. This effort will help get the word out to businesses in the downtown area and elsewhere in the State of Hawaii through the tool kit that Core Group One has designed as well as through segments on Oceanic Cable TV.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
The Core Group One has initiated and designed this program and toolkit and subsequently approached DBEDT and other entities to co-sponsor the Greener Downtown Initiative and toolkit.

**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. Approval for this exemption has been routed through the Strategic Industries Division administrator, then to 2. the DBEDT Director for approval, and finally to 3. DAGS SPO Chief Procurement Officer for posting on the SPO website before approving this request for exemption.

Once the exemption has been approved the following list of agency personnel will issue a purchase order, and when the work is completed and delivered, will accept an invoice for the work done, and process the invoice for payment through DBEDT and DAGS.

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	
Theodore E. Liu	Director	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Theodore A. Peck	SID, Administrator	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Carilyn O. Shon	EEB, Manager	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Jeff Pang	Research Statistician	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Susan Gray-Ellis	SID Contracting Specialist	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Gail Suzuki-Jones	Energy Analyst	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration

13. Direct inquiries to: Department: DBEDT  
 Contact Name: Gail Suzuki-Jones  
 Phone Number: 587-3802  
 Fax Number: 586-2536

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

JAN 07 2010

Date

**Reserved for SPO Use Only**

15 .Date Notice Posted 1/11/10

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:

16.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

James S. Taylor 1/25/2010  
Chief Procurement Officer Date