



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

14 MAY 21 P2:40

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DAGS/SPO  
*Name of Requesting Department*

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:  
Out-of-state air fare and hotel accommodations, intra-state hotel accommodations. Does not include hotels at which the conference is being held

2. Vendor/Contractor/Service Provider:	various	3. Amount of Request: \$ 2.8m
4. Term of Contract From: 7/1/2014 To: 6/30/2015	5. Prior SPO-007, Procurement Exemption (PE): PE13-103K	

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:  
Airfares and hotel rates are volatile and fluctuate depending on time of year and market conditions. There is no advantage to the State consolidating the executive branch's requirements for out-of-state air and hotel accommodations both intra and out-of-state into a competitive solicitation as dates/times and destinations are unknown and highly subject to change. Reservations can be made through various sources such as the internet, direct with airlines/hotels, on-line travel providers/agencies, and traditional travel agencies who can offer competitive rates on an as need basis. Agencies can take advantage of any air and/or hotel specials or web rates that is most economical. Staff can also easily compare rates simultaneously online, thereby assuring themselves of obtaining the most economical rates available. A comparative study showed that hotel and air rates obtained by using an online booking tool were often more economical and efficient as reservations were confirmed immediately.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:  
SPO issued Travel Procedures through Procurement Circular 2007-03 and amendments 1-3. Agencies are required to ocomplete the travel worksheets, which require employees to obtain minimum quotes from different sources as directed on the procedures and worksheets. Vendor is selected on the most economical rates, unless otherwise justified.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).  
 \*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Bonnie Kahakui <i>BK 5/20/14</i>	DAGS/SPO	587-4702	bonnie.a.kahakui@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided above is, to the best of my knowledge, true and correct.*

*Maria Smeed*  
 \_\_\_\_\_  
 Department Head Signature

*5/20/14*  
 \_\_\_\_\_  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 6/12/14

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:  
[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Departments shall complete the applicable SPO Travel Worksheets in accordance with Procurement Circular No. 2007-03, and amendments 1-3 on Intra-State TRAVEL PROCEDURES. Internal controls and requirements, and approvals are the responsibility of the department and traveler.

Approved       Disapproved       No Action Required

*[Signature]*  
 \_\_\_\_\_  
 Chief Procurement Officer Signature

*6/24/14*  
 \_\_\_\_\_  
 Date