



STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST FOR EXEMPTION<sup>16</sup> DEC -7 P2:13  
FROM HRS CHAPTER 103D

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 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: |
|  |         | \$ 3.6 million        |

|   |   |
|---|---|
| 4. Term of Contract From: 1/1/2017 To: 12/31/2017 | 5. Prior SPO-007, Procurement Exemption (PE): 16-012S |
|---|---|

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:  
The current market conditions are volatile and rates fluctuate continuously. There is no advantage to the State to consolidate the executive branch's requirements for out-of-state air and hotel accommodations and intra-state hotel into a competitive sealed bid or proposal. Reservations can be made through various sources such as internet, direct with airlines or hotel, 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 easily compare rates simultaneously online, thereby assuring themselves of obtaining the most economical rates available. Agencies may also use NASPO ValuePoint contracts, as applicable. The State of Hawaii signed an intent to Participate in the NASPO ValuePoint travel agency services solicitation (for the 2018 FY) which may also be another option for State of Hawaii travelers.

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 1-4. Agencies are required to complete the travel worksheets, which requires employees to obtain minimum quotes from different sources as directed on the procedures and worksheets. Vendor is selected based 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 | SPO             | 587-4702     | <u>bonnie.a.kahakui@hawaii.gov</u> |
|                |                 |              |                                    |
|                |                 |              |                                    |

*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.*

Mato Sui  
Department Head Signature

12/6/16  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 12/8/2016

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

Chief Procurement Officer (CPO) Comments:

Departments are required to complete the applicable SPO Travel Worksheet in accordance with Procurement Circular No. 2007-03, and amendments 1-4 on Intra-State and Out-of-State TRAVEL PROCEDURES. Internal controls and requirements, and approvals are the responsibility of the department and traveler.

If there are any questions, please contact Stanton Mato at 586-0566 or stanton.d.mato@hawaii.gov.

Approved       Disapproved       No Action Required

[Signature]  
Chief Procurement Officer Signature

12/14/16  
Date