

**STATE OF HAWAII**

**NOTICE OF NO INTEREST  
HRS §103D-304(i)(3)**

**FORM SPO-004  
INSTRUCTIONS**

1. Enter the title and brief description of the professional services the department wishes to purchase (i.e., the solicitation's title and its description).
2. Enter the solicitation number used to reference the public notice.
3. Enter the date the solicitation was released.
4. Enter the offer due date for the solicitation.
5. Enter the start and end date of the proposed contract, including all possible extensions. The contract may begin later than the approved contract start date but may not exceed the approved end date.
6. Enter the maximum total funds for this contract, including funding for all possible extensions if the contract will be longer than a year.
7. Enter the additional solicitation notice's date of notice and offer due date.
8. Select the circumstance justifying approval to conduct direct negotiations with a qualified person. Explain why it is not feasible to procure competitively. Additionally, for one qualified person, explain why there is no time for re-solicitation or why re-solicitation would not result in a successful procurement. For no qualified responses, explain the impact of time constraints, what competition exists in the marketplace, and why the need for the service continues.
9. Enter the legal name(s) of the persons on the list (including the situation in which no person responded), as registered with the Department of Consumer Affairs (DCCA) Business Registration Division, as applicable, and as it will appear on the contract, if approved. For the situation in which no person responded, include the name(s) of the persons the agency will conduct direct negotiations with, if approved.
10. Describe the process/procedure to select the person to ensure maximum open and fair competition. As applicable, include the names of the persons to be contacted. Note: A listing of all contacts made shall be included in the procurement file including name, date, and details of the information requested and the response. Utilize attachment to provide details.
11. Enter the name(s), phone number(s) and e-mail address(es) of the staff person(s) responsible for conducting and managing this procurement and include an asterisk after the name of the person to contact for additional information. Ensure the person knows he/she is listed as the point of contact.

Note: Notices of No Interest and their dispositions are located on the Hawaii Awards and Notices Data System (HANDS) website at: <https://hands.ehawaii.gov/hands/>, click on "CPO Requests."