



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

State Procurement Office

Received: 11/26/2024

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 and/or services: 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: \$ 5 million
4. Term of Contract From: 1/1/2025 To: 12/31/2025	5. Prior SPO-007, Procurement Exemption (PE): PE24-037J

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: The State does not have a mechanism to capture travel data. The accounting system only captures total expenditures. 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, as requirements vary. SPO has reached out to major carriers servicing Hawaii and were told they would not bid, as we cannot give any guarantees or provide city pair numbers. States that do have airline contracts are specific to city pairs, most of which are domestic routes only, and which the State of Hawaii does not capture at the present time. It is similar for hotel accommodations. Some of the States also have dedicated travel management programs, which make is easier to track destinations. Hawaii does not have a dedicated travel program. Each department is responsible to ensure compliance with the travel rules, policies and procedures. 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. Agencies may also use NASPO ValuePoint contracts, as applicable.
--

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 1-5. 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
Shannon Ota	SPO	(808)586-0563	shannon.j.ota@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.**



11/25/2024

Department Head Signature

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 11/26/2025

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:

Approval is granted for the period 1/1/2025 to 12/31/2025 and is for the solicitation process only. Departments are required to complete the applicable SPO Travel Worksheet in accordance with Procurement Circular Nos. 2007-03, and amendments 1-5 as well as Procurement Circular No. 2021-03 on Intra-State and Out-of-State TRAVEL PROCEDURES. Internal controls, requirements, and approvals are the responsibility of the department and traveler.

The award is required to be posted on the Hawaii Awards and Notices Data System (HANDS) pursuant to Procurement Circular PC2019-05. The department is also reminded awards are required to be posted within seven (7) calendar days after the Notice of Award Date.

If there are any questions, please contact Jittima Laurita at 586-0766, or [jittima.laurita@hawaii.gov](mailto:jittima.laurita@hawaii.gov).

Approved

Disapproved

No Action Required



12/04/2024

Chief Procurement Officer Signature

Date