



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

State Procurement Office

Received: 11/26/2025

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:**

\$ 6 million

**4. Term of Contract** From: 1/1/2026 To: 12/31/2026

**5. Prior SPO-007, Procurement Exemption (PE):** PE25-049J

**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 it 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.***



Department Head Signature

11/26/2025

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 12/01/2025

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:

This approval is for the period 1/1/2026 to 12/31/2026, is for the solicitation process only, and is based on the departments determination that competitive procurement is not practicable.

Pursuant to HRS §103D-310(c) and HAR §3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) for all contracts awarded. Copies of the compliance and the award posting are required to be documented in the procurement/contract file.

The award is required to be posted on the Hawaii Awards and Notices Data System (HANDS) within seven (7) calendar days after the notice of award pursuant to Procurement Circular PC2019-05.

If there are any questions, please contact Christopher Amandi at 587-4706 or Christopher.J.Amandi@Hawaii.gov

☒ Approved

☐ Disapproved

☐ No Action Required

  
Chief Procurement Officer Signature

Dec 10, 2025

Date