



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

TO: Chief Procurement Officer

FROM: AS/Procurement & Travel Unit
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: Travel including hotel accommodation, air fare (including ticketing and air coupons), and other travel related incidental costs.
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2. Vendor/Contractor/Service Provider:	No Specific Vendor	3. Amount of Request: \$ Market price
4. Term of Contract From: 1/1/2016 To: 12/31/2016	5. Prior SPO-007, Procurement Exemption (PE):	

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: Current market conditions in the travel industry does not provide an advantage for OHA in the procurement of hotel accommodations, air fare (including ticketing and coupons), and other travel related incidental costs by competitive means under 103D. Reservations can be made via the internet, direct with airlines, hotels, car rental companies, on-line travel websites, and traditional travel agencies offering competitive rates. On-line and direct reservations are more efficient offering immediate confirmation, better trip planning, and additional savings through web offers and on-line discounts.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: The most competitive fares and rates are obtained through a comparison of on-line and direct quotes of travel services. The decision to book with a specific vendor is inclusive of the actual fare/rate plus any additional fees relating to the cost of travel/accommodations.

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
Phyllis Ono-Evangelista*	OHA/Procurement	594-1833	phylliso@oha.org
John Kim	OHA/AS	594-1892	johnk@oha.org
Kamana'opno N. Crabbe, Ph. D	OHA/CEO	594-1892	kamanaoc@oha.org

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

12/3/15

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 12/7/2015

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:

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

1/7/16

Date