



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

TO: Chief Procurement Officer

FROM: Office of Hawaiian Affairs - Operations Department
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: Up to 35 monthly parking stalls at the Iwilei Business Center for employee parking through and including December 31, 2026.

2. Vendor/Contractor/Service Provide	Iwilei Business Center	3. Amount of Request: \$ 52,774.85
4. Term of Contract From: 1/1/2026 To: 12/31/2026	5. Prior SPO-007, Procurement Exemption (PE): None	

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: Due to NLK not having a sufficient number of parking stalls to accommodate NLK OHA staff in need of parking. Iwilei Business Center (IBC) parking is needed to serve as overflow parking. It would not be practicable nor advantageous for the OHA to procure by competitive means since the additional parking stalls would need to be within close walking distance to NLK to ensure the health and safety of our staff.
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7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: The OHA Operations staff reached out to all neighboring vendors to inquire about renting parking stalls. As well as considered farther parking options; Kakaako Makai. IBC provided a lower monthly rate that could accommodate what we need.
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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
Chris Stanley*	Procurement	808 582-0500	chriss@oha.org
K. Sean Kekina	COO		k.seank@oha.org
Summer Sylva	Interim CEO		summers@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

12/23/2025

Date

For Chief Procurement Officer Use Only

Date Notice Posted: _____

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

Date