



OFFICE OF HAWAIIAN AFFAIRS  
NOTICE OF REQUEST FOR EXEMPTION  
FROM HRS CHAPTER 103D

TO: OHA Chief Procurement Officer  
FROM: Procurement Services Program  
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 Describe the goods and/or services: Upgrade and replace outdated equipment with upgrade of audio & visual enhancements for the OHA Boardroom.
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2. Vendor/Contractor/Service Provider: Audio Visual Company	3. Amount of Request: \$ 75,000.00
4. Term of Contract From: 5/21/2019 To: 7/31/19	5. Prior SPO/OHA-007, Procurement Exemption (PE):

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: It would not be practicable or advantageous to procure by competitive means because the current audio visual equipment in the BOT Boardroom is utilizing the AVCo system. These systems are configured and install by AVCO. Seeking alternative vendor will require addition cost for other vendors to acquire proficiency on our system resulting in a multi-vendor support complications.
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7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: AVCo is best qualified to the most advantageous and responsive address the issues, complete the upgrade and configuration in a timely and cost effective we are currently dealing with during the meeting conducted by our Board of Trustees. Currently our audio visual system is limited and receive many complaints regarding in video and audio quality, recordation room noise, lacked limited presentation viewing capability and microphone challenges.
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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
Phyllis Ono-Evangelista	OHA	594-1833	phylliso@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.*

*Kampano Chibe*  
Department Head Signature

5/2/19  
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:

<https://www.oha.org/public-notices/>

OHA Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

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OHA Chief Procurement Officer Signature Date