



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

TO: Chief Procurement Officer
 FROM: RM-FAD: AS/Procurement

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:
 Art brokerage services for Kukulu Hou Assessment book

2. Vendor/Contractor/Service Provider: Ho'omaika'i, LLC	3. Amount of Request: \$ TBD
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4. Term of Contract: From: 07/01/17 To: 07/31/17	5. Prior SPO-007, Procurement Exemption (PE): n/a
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6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
 Based on the dollar amount of the request, and pursuant to the threshold established in HRS 103D-305, Small Purchase was determined to be the appropriate method of procurement. The solicitation was posted on the HlePRO site on May 16, 2017 with an original due date of May 26, 2017. Upon checking the solicitation on May 25th, there were no offers made. Therefore, the due date was extended to May 31, 2017. Upon the solicitation closing on May 31, 2017 at 2:00pm, only one offer was made by Ho'omaika'i, LLC.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
 The solicitation was posted on the HlePRO site on May 16, 2017 with an original due date of May 26, 2017. Upon checking the solicitation on May 25th, there were no offers made. Therefore, the due date was extended to May 31, 2017. Upon the solicitation closing on May 31, 2017 at 2:00pm, only one offer was made by Ho'omaika'i, LLC. Because the solicitation was posted for nine days without any offers made, the Procurement Unit felt it was in OHA's best interest to extend the solicitation due date for another five days. Upon the close of those five days, there was only one offer made. The Procurement Unit feels that this allowed for adequate and reasonable competition, as multiple vendors were notified of the solicitation through the HlePRO site, on multiple occasions.

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
Miki Lene	Procurement/OHA	(808) 594-1993	
Phyllis Ono-Evangelista	Procurement/OHA	(808) 594-1833	

*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

June 22, 2017

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 6/22/17

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

REQUEST FOR EXEMPTION TIMELINE
ART BROKERAGE SERVICES FOR KUKULU HOU ASSESSMENT BOOK

3/9/2017	PR Received by Procurement Unit
4/13/2017	Procurement determined Small Purchase as the most appropriate method of procurement
5/16/2017	Solicitation posted on HlePRO with due date of 5/26/2017
5/25/2017	No offers made, due date extended to 5/31/2017
5/31/2017	Solicitation closed at 2:00 pm HST; one (1) offer made
6/21/2017	Award made to sole offeror