



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

TO: Chief Procurement Officer

FROM: Office of Hawaiian Affairs - Information Technology
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: Website hosting for the OHA.
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2. Vendor/Contractor/Service Provider: WPEngine, Inc.	3. Amount of Request: \$ 10,383.12
4. Term of Contract From: 1/30/2024 To: 1/29/2025	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: It is not practicable and not advantageous to procure by competitive means because of the time, resources, and effort required for the migration of the current OHA website files to a new hosting vendor if the OHA changes its website hosting vendor.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: WPEngine, Inc. currently provides website hosting for the OHA's main website, OHA.org. The service needs to be renewed annually.

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
Geena Chau	OHA - Procurement	808-582-0502	geenac@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

March 14, 2024

Date

For Chief Procurement Officer Use Only

Date Notice Posted: March 14, 2024

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