



**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: Subscription List Maintenance, Bulk Mailing, Delivery and Distribution for the Ka Wai Ola Newspaper for the Office of Hawaiian Affairs.

2. Vendor/Contractor/Service Provider: Oahu Publications, Inc.	3. Amount of Request: \$ 2649.21*
4. Term of Contract: From: 11/01/17 To: 07/31/18	5. Prior SPO-007, Procurement Exemption (PE): n/a

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: Two quotes were submitted after the solicitation was posted for two weeks on both the OHA and HlePRO websites. It would be most advantageous to OHA if we execute this contract by November 1, 2017 so that the next issue of Ka Wai Ola can be delivered and distributed appropriately. *amount does not include subscription list management costs which will vary monthly depending on OHA's requests.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: RFQ DPM 2018-04 was posted on both the OHA and HlePRO websites on Friday, September 29, 2017. Four vendors that OHA has previously worked with on quotes for similar services were also notified about the solicitation being posted. Quotes were due at 12noon on Friday, October 13, and interested offerors had two weeks to submit their quotes. The OHA received two offerors. Oahu Publications = \$2649.21, Hagadone Printing Company, Inc. = \$4159.07. Based on the quotes, Oahu Publications will provide the best value to the OHA.

PBE

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

10/24/17

Date

For Chief Procurement Officer Use Only

Date Notice Posted:

10/26/17

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

PDE