TO: Chief Procurement Officer
FROM: 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:**
   In order to enhance our conference room's capability, and minimize the use of Māoli Ola. We are requesting to purchase two SMARTBOARDS that will allow for like capabilities in conference room(s) Haumea and Pukui. These investments will allow for enhanced capabilities for each conference room to include Video/Audio/SmartBoard (whiteboards)/Internet access and presentation capabilities. With the addition of WebCamera's (not included in this purchase, already on hand) these units can serve as TeleVideo broadcasting units as a backup to Board Meetings if need be.

2. **Vendor/Contractor/Service Provider:**
   Audio Visual Company

3. **Amount of Request:**
   $20,000

4. **Term of Contract:**
   From: 5/1/2020  To: 6/30/2020

5. **Prior SP0-007, Procurement Exemption:**
   (PE):

6. **Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:**
   AVCO currently supports OHA with its conference room technology, this equipment purchase will link into the current video/audio broadcasting servers already setup for Māoli Ola. OHA already has a maintenance contract with AVCO to include maintenance and support on the current technology setup in Māoli Ola. Seeking alternative vendors will require additional cost for other vendors to acquire proficiency on our system resulting in a multi-vendor support complications.

7. **Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:**
   In order to tie into our current system already deployed at OHA, AVCO was the clearly the vendor of choice. Ongoing maintenance and support of three conference room technologies will reside under a single contractor, minimizing the need to allow other vendors access to the secured broadcast system already in place.
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).

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<tr>
<th>Name</th>
<th>Division/Agency</th>
<th>Phone Number</th>
<th>e-mail address</th>
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<tbody>
<tr>
<td>Lisa Victor</td>
<td>Information Technology</td>
<td>8087723945</td>
<td><a href="mailto:lisav@oha.org">lisav@oha.org</a></td>
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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 ___________________________ Date __________

For Chief Procurement Officer Use Only

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:

charmainem@oha.org

Chief Procurement Officer (CPO) Comments:

☐ Approved          ☐ Disapproved          ☐ No Action Required

Chief Procurement Officer Signature ___________________________ Date __________