



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

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 Maoli 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 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 Provide	Audio Visual Company	3. Amount of Request: \$ 20,000
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4. Term of Contract From: 5/1/2020 To: 6/30/2020	5. Prior SPO-007, Procurement Exemption (PE):
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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 Maui Ola. OHA already has a maintenance contract with AVCO to include maintenance and support on the current technology setup in Maui 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).

Name	Division/Agency	Phone Number	e-mail address
Lisa Victor	Information Technology	8087723945	lisav@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

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/29/20

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