

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

TO: Chief Procurement Officer
 FROM: RM-FAD: AS/Procurement & Travel Unit

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:
 Use of pCard for lodging accommodations (prohibited by Procurement Circular 2007-03).

2. Vendor/Contractor/Service Provider: No specific vendor		3. Amount of Request: \$ varies
4. Term of Contract: From: 07/01/16 To: 06/30/17	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:
 In FY16, the total cost for lodging accommodations was approximately \$236,000, about \$140,000 of which was for In-State requests. The OHA travel specialists (TS) process approximately 30-50 various travel requests per month, with the Board of Trustees and their staff, certain executives, and community outreach employees making up the majority of the volume of requests. Furthermore, for the most part, the average daily lodging costs consistently exceed the lodging allowances of \$50/day for In-State and \$85/day for Out-of-State. Thus, the requirement for travelers to book their own lodging using personal means may pose undue financial burden.

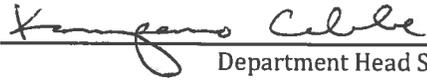
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
 The OHA policy requires the documentation of all travel and travel-related requests. For requests that include lodging accommodations, the following process is followed:
 - TS obtains two (2) written quotes (with the exception of requests for conference/meeting/training hotels, which is reserved upon request if available [PC 2007-03]).
 - Upon retrieval of the two (2) quotes, TS considers the following factors for selection:
 - availability
 - cost
 - location (health and safety of traveler, distance to conference/meeting/training location(s))
 - TS uses pCard to process reservation of final selection
 - TS processes pCard transaction upon receipt of bi-weekly statement

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
Alicia Wailehua-Hansen	Travel Unit/OHA	(808) 594-1770	aliciaw@oha.org
Sarah Elefante	Travel Unit/OHA	(808) 594-1913	sarahe@oha.org
Phyllis Ono-Evangelista*	Travel Unit/OHA	(808) 594-1833	phylliso@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

8/11/16

Date

For Chief Procurement Officer Use Only

Date Notice Posted: _____

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

AUG 24 2016

Date