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:
   Art brokerage services for Kukulu Hou Assessment book

2. Vendor/Contractor/Service Provider: Ho'omaika'i, LLC
3. Amount of Request: $ TBD

4. Term of Contract: From: 07/01/17 To: 07/31/17
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:
   Based on the dollar amount of the request, and pursuant to the threshold established in HRS 103D-305, Small Purchase was determined to be the appropriate method of procurement. The solicitation was posted on the HlePRO site on May 16, 2017 with an original due date of May 26, 2017. Upon checking the solicitation on May 25th, there were no offers made. Therefore, the due date was extended to May 31, 2017. Upon the solicitation closing on May 31, 2017 at 2:00pm, only one offer was made by Ho'omaika'i, LLC.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
   The solicitation was posted on the HlePRO site on May 16, 2017 with an original due date of May 23, 2017. Upon checking the solicitation on May 25th, there were no offers made. Therefore, the due date was extended to May 31, 2017. Upon the solicitation closing on May 31, 2017 at 2:00pm, only one offer was made by Ho'omaika'i, LLC. Because the solicitation was posted for nine days without any offers made, the Procurement Unit felt it was in OHA's best interest to extend the solicitation due date for another five days. Upon the close of those five days, there was only one offer made. The Procurement Unit feels that this allowed for adequate and reasonable competition, as multiple vendors were notified of the solicitation through the HlePRO site, on multiple occasions.
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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Agency</th>
<th>Phone Number</th>
<th>e-mail address</th>
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</thead>
<tbody>
<tr>
<td>Miki Lene</td>
<td>Procurement/OHA</td>
<td>(808) 594-1993</td>
<td></td>
</tr>
<tr>
<td>Phyllis Ono-Evangelista</td>
<td>Procurement/OHA</td>
<td>(808) 594-1833</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.

[Signature]  
June 22, 2017

For Chief Procurement Officer Use Only

Date Notice Posted: 6/22/17

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

[Signature]  Date

Chief Procurement Officer Signature  Date
# REQUEST FOR EXEMPTION TIMELINE

**ART BROKERAGE SERVICES FOR KUKULU HOU ASSESSMENT BOOK**

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/9/2017</td>
<td>PR Received by Procurement Unit</td>
</tr>
<tr>
<td>4/13/2017</td>
<td>Procurement determined Small Purchase as the most appropriate method of procurement</td>
</tr>
<tr>
<td>5/16/2017</td>
<td>Solicitation posted on HIePRO with due date of 5/26/2017</td>
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<tr>
<td>5/25/2017</td>
<td>No offers made, due date extended to 5/31/2017</td>
</tr>
<tr>
<td>5/31/2017</td>
<td>Solicitation closed at 2:00 pm HST; one (1) offer made</td>
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<tr>
<td>6/21/2017</td>
<td>Award made to sole offeror</td>
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