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:
   Digitization of eighteen (18) maps from the Wailuku Sugar Company's Maui Historical Collection.

2. Vendor/Contractor/Service Provider: Randy Hufford Art

3. Amount of Request: $3960 inclusive of taxes

4. Term of Contract: From: 05/30/17 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:
   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. Five vendors were contacted for a quote; only one provided a quote and is willing and able to perform the services.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
   The Research department furnished an initial quote obtained from the vendor and after review, the Procurement Unit contacted the vendor to confirm the validity of the quote and to clarify the services. Solicitation continued with phone calls to four additional vendors that provide large-scale scanning services on Maui. It would be most advantageous to use Maui vendors because of the fragility of the maps and the need to transport them. Three of the four vendors stated they could not complete the project with their equipment due to the size of some of the maps. The fourth vendor stated that he was able to do all but two of the maps due to size and declined to submit a quote because he did not want to pose a conflict with the vendor who provided the initial quote. They are colleagues and, according to him, are the only two on the island that can provide the service.
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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<tbody>
<tr>
<td>Miki Lene</td>
<td>Procurement/OHA</td>
<td>(808) 594-1993</td>
<td></td>
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<tr>
<td>Phyllis Ono-Evangelista</td>
<td>Procurement/OHA</td>
<td>(808) 594-1833</td>
<td></td>
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</tbody>
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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]
Department Head Signature

[Date]

For Chief Procurement Officer Use Only

Date Notice Posted: [Date]

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