TO: Chief Procurement Officer

FROM: Office of Hawaiian Affairs - Research Department

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:
   The intent of this project is to conduct a statewide survey of Hawaiʻi residents in order to provide regular and systematic data to understand statewide and community well-being including a comparative analysis of Native Hawaiian and non-Native Hawaiian perceptions of well-being. The survey contains questions centered around leadership, community engagement, and other key indicators of well-being.

2. Vendor/Contractor/Service Provider KAMEHAMEHA SCHOOLS

3. Amount of Request: $ 20,000.00

4. Term of Contract From: 6/1/2022 To: 5/31/2027

5. Prior SPO-007, Procurement Exemption PE 2021-028 [PE]:

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
   In 2018, the Office of Hawaiian Affairs was invited to be part of a Native Hawaiian Organization consortium (hereinafter "NHO") that would collectively participate and resource the SMS® Community Household Survey conducted annually. The contributions of the NHO would be used to (1) recruit a representative sample of Native Hawaiians and (2) purchase up to 3 questions per participating NHO. The NHOs that responded were the Office of Hawaiian Affairs (hereinafter "OHA"), Kamehameha Schools, and Queen Liliʻuokalani Trust (hereinafter "QLT"). The NHOs decided to collectively share the results of their individual organization's purchased questions. Additionally, the group discussed the questions in advance to ensure the most efficient use of questions. In late 2019, the NHOs determined it might be best to develop a survey that collectively met our needs and with which we could develop as many items as needed. Kamehameha Schools took the lead, secured a vendor for the next survey, and invited the OHA and QLT to participate. In 2021, Papa Ola Lokahi (POL) joined the collaborative. Given the nature of the partnership and that each NHO would gain access to more data and benefit from a collaboration instead of an individual procurement of like services, the OHA determined that it is not advantageous to procure by competitive means.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
   As stated above, the OHA was invited to be part of an NHO which determined the partnership between the OHA, QLT, POL, and Kamehameha Schools. The OHA was not responsible for procuring the vendor for this service as Kamehameha Schools was the lead NHO responsible for securing the vendor.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Stanley*</td>
<td>Procurement</td>
<td>808-594-1833</td>
<td><a href="mailto:chriss@oha.org">chriss@oha.org</a></td>
</tr>
<tr>
<td>Lisa Watkins-Victorino</td>
<td>Research</td>
<td>808-594-0280</td>
<td><a href="mailto:lisaw@oha.org">lisaw@oha.org</a></td>
</tr>
<tr>
<td>Sylvia Hussey</td>
<td>Ka Pouhana, CEO</td>
<td>808-594-1973</td>
<td><a href="mailto:sylviah@oha.org">sylviah@oha.org</a></td>
</tr>
</tbody>
</table>

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  May 13, 2022  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  Date