



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

TO: Chief Procurement Officer

FROM: Department of Water, County of Kauai
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, services or construction: Radio advertising contract.

2. Vendor/Contractor/Service Provider: KFMN-FM97	3. Amount of Request: \$ 9,000.00
4. Term of Contract From: 7/1/2017 To: 6/30/2018	5. Prior SPO-007, Procurement Exemption (PE):

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: Selection of this radio station is based on the targeted audience age group, and this is exempt from Chapter 103D, HRS, pursuant to section 3-120-4(b)(14).
--

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: The Department met with FM-97 General Manager John Wada and discussed the Department's need for consistent radio advertising to notify the public of water system-related announcements (i.e. water shutdowns, road closures, emergency water conservation or outages, workshops, festivals and general water information). The Department's target audience fits the demographics of FM-97's adults age 25-54 listening at home and at work. FM-97 agreed to the Department's need for flexibility on airing announcements and offered the Department a primetime spot when ads are scheduled.
--

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
*Jonell Kaohelaulii	Administration	245-5461	jkaohelaulii@kauaiwater.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

6/26/18

Date

For Chief Procurement Officer Use Only

Date Notice Posted:

6/27/18

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