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NOTICE OF REQUEST FOR EXEMPTION FROM CH. 103D, HAWAII REVISED STATUTES

TO: Chief Procurement Officer (“CPO”)

FROM: Administration – PR Jonell Kaohelaulii, I&E Specialist

Pursuant to HRS § 103D-102(b)(4) and HAR, Ch. 3-120 et seq., the Division requests a procurement exemption for the following:

1. Describe the goods or services:
Radio Advertising Contract FY July 2023-June 2024
2. Vendor/Contractor/Service Provider:
H. Hawaii Media – Kaua'i
3. Amount of Request:
\$6,910.99
4. Term of Contract:
From: July 1, 2023 to: June 30, 2024
5. Prior procurement exemption, if applicable:
[Click here to enter text.](#) Not Applicable
6. Explain in detail why it is not practicable or not advantageous for the Department to procure by competitive means:
Selection of this radio group is based on the targeted audience age groups represented by its five stations. This is exempt from Chapter 103D, HRS, pursuant to section 3-120-4(b)(14) HAR.
7. Explain in detail the process that will be or was utilized in selecting the Vendor/Contractor/Service Provider:
The Department discussed its 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) with H. Hawaii Media’s General Sales & Station Manager, Lee Weiman. The Department's target audience fits the demographics of H. Hawaii Media Station’s adults age 25-54 listening to specific music/news stations at home, on commute and at work. H.Hawaii Media agreed to the Department's need for flexibility on airing announcements for emergencies and public service announcements.
8. Identify the Procurement Officer (responsible employee conducting and managing this procurement) or the point of contact (employee to contact for further information). *Appropriate delegation of procurement authority and completion of mandatory training is required.*

If checked the Procurement Officer is also the Point of Contact.

Procurement Officer

Name: Christine Erorita

Title: Dept Contracts Officer



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Division: Fiscal
Phone: 808-245-5409
Email: cerorita@kauaiwater.org

Point of Contact

Name: Jonell Kaohelaulii
Title: I&E Specialist
Division: Administration - PR
Phone: 808-245-5461
Email: jkaohelaulii@kauaiwater.org

All requirements and approvals, and internal controls for this procurement have been complied with and the responsibility for ensuring compliance is met as required by HRS § 103D. I certify that the information provided herein is, to the best of my knowledge, true and correct.

/s/ Jonell Kaohelaulii
Division Head or Lead Electronic Signature

Inquiries about this request shall be directed to the contact named above. Written objections to this notice to issue an exempt procurement contract shall be submitted, within seven (7) calendar days, or as otherwise allowed from the date the notice is posted, to the Point of Contact

Date Notice Posted: Thursday, June 01, 2023

Inquiries about this request shall be directed to the contact named above. Written objection to this notice to issue an exempt procurement contract shall be submitted, within seven (7) calendar days, or as otherwise allowed from the date of the notice is posted, to the Point of Contact

*CPO comments:
This approval for exemption is for the solicitation process only. All other requirements of HRS § 103D shall apply unless otherwise waived or exempted.*

If there are any questions please contact the Point of Contact

APPROVED DENIED

/s/ Joseph E. "Joe" Tait [Click here to enter a date.](#)
Chief Procurement Officer *Date*