



NOTICE OF REQUEST FOR EXEMPTION FROM CH. 103D, HAWAI'I REVISED STATUTES

TO: Chief Procurement Officer ("CPO")

FROM: Administration - PR Jonell Kaohelaulii, Information & Education 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:
Print advertisement - newspaper
2. Vendor/Contractor/Service Provider:
The Garden Island Newspaper (TGI)
3. Amount of Request:
\$5,907.98
4. Term of Contract:
From: January 6, 2021 to: June 30, 2021
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:
The selection of this vendor is based on its target readership group; limited publication with similar readership and 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 (Jonell Kaohelaulii) met with Brand Expert (Advertising/Sales), Eden Raquel at the Garden Island Newspaper (TGI) to discuss its need for newsprint advertising to expand its public outreach messages and help to notify the public of its conservation programs and service-related announcements. TGI's readership views and community visibility fit the target audience for the Department. TGI agreed to offer a weekly banner print ad; with consistent placement on Wednesdays (the newspaper's 2nd highest readership day) and is including online website ad presence via TGI's website.
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
Division: Administration
Phone: 808-245-5409
Email: cerorita@kauaiwater.org

Point of Contact

Name: Jonell Kaohelaulii
Title: I&E Specialist
Division: Administration - PR
Phone: 8082455461
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



Water has no substitute.....Conserve it

*Date Notice Posted: **Wednesday, December 16, 2020***

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/ Click here to enter text. _____ Click here to enter a date.
Chief Procurement Officer *Date*