



County of Maui
Office of Council Services
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

TO: Chief Procurement Officer
FROM: Office of Council Services and Supported Legislative Agencies
SUBJECT: Request for Exemption

Pursuant to HRSS I 03D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

Travel by air, water, and ground transportation services, and lodging accommodations related to travel. Does not include services procured through cooperative purchasing agreements with other procurement jurisdictions.

(This exemption is requested for legislative branch agencies)

2. Vendor/Contractor/Service Provider: Various

3. Amount of Request: \$400,000

4. Term of Contract From: 4/1/2016 To: 3/31/2017

5. Prior Procurement Exemption (PE): 15.01

6. Explain in detail, why it is not practicable or no advantageous for the department to procure by competitive means:

a) Travel by agency personnel involves a wide range of destinations, travel routes, and modes of transportation. Specific travel arrangements do not recur frequently enough to make it practicable to develop specifications and evaluative criteria for a formal procurement.

b) Prices of travel services (aircraft, ferries, shuttles, taxis, rented cars, hotels, and similar services) are available via the internet. However,

service levels are difficult to objectively ascertain and compare. Accommodations vary considerably depending on type of service selected and the vendor offering the service. Flight schedules, seat availability, and reliability are key factors when making inter-island travel arrangements. Prices change too quickly for the usual price-based quotation and approval process.

- c) Services of chartered aircraft (usually for travel to Hana, Lanai, and Molokai) are sometimes necessary. These services are available from multiple sources, which helps to ensure that prices are roughly competitive. However, service levels and prices vary considerably, and availability can change quickly.
7. Explain in detail, the process that will be or was utilized in selecting the vendor or contractor or service provider:
- a) Travel by legislative personnel is subject to preliminary approval (pre-authorization) by the council chair. Price estimates based on quotes are required, if practicable. Alternative travel methods and vendors are considered when practicable.
 - b) Final reservations are based on the lower of at least two price quotes, unless otherwise approved by the council chair (e.g., conference-selected hotels, and inter-island travel based on flight or ferry schedules)
 - c) Travelers then use travel forms to request approval of reasonable expenses (or reimbursements). Forms are submitted to the council chair. Submittals are required to include at least two price quotes if practicable, as well as receipts or other documents acceptable to the council chair.
 - d) Travel expenditures are subject to approval by the council chair, who reviews submittals with the assistance of the Office of the County Clerk, the Office of Council Services or the Office of the County Auditor, as appropriate. Procurement authority has been formally delegated; written delegations and internal procedures are on file. Transaction documents are retained for at least one year.


8. Identify the primary responsible staff person(s) conducting and managing this procurement (Appropriate delegated procurement authority and completion of mandatory training required).


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Name: Ross Izumigawa
Division: Office of Council Services
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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.


Department Head Signature


Date

For Chief Procurement Officer Use Only

Date Notice Posted: 03/14/2016

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:

Chief Procurement Officer
Office of Council Services
200 South High Street, Room 703
Wailuku, Hawaii 96793

Chief Procurement Officer (CPO) Comments:

- Approved
- Disapproved
- No Action Required

Chief Procurement Officer Signature Date