

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

TO: Chief Procurement Officer

FROM: Department of Water Supply - Fiscal Division
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: The service provided is the processing of customer payments that us a credit/debit card.
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2. Vendor/Contractor/Service Provider	Paymentus Corporation	3. Amount of Request:
		\$ N/A
4. Term of Contract From: 11/1/2022 To: 10/30/2023	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: DWS - Fiscal is currently operating under an expired contract with Paymentus. The terms of the expired contract call for Paymentus to process the credit card payments and deduct the agreed upon "Convenience Fee" and remit the difference to DWS. The question of whether DWS (utility) is required to charge a flat vs percentage convenience fee based on existing Visa rules is an issue that has been outstanding for over 2 years and is currently being reviewed by Corp Counsel through the Treasury Division. Further, it is our understanding that the Dept of Finance may be contemplating canceling its existing credit card payment processing contract, in which case we would consider going out to bid in conjunction with Finance. The issues outlined will take time and DWS does not want to eliminate this convenient customer water payment collection option in the interim. It does not make customer service sense or business sense to eliminate this service at this time. Paymentus has agreed to a new short term contract under the previous contracts terms and conditions.
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7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

The original contract with Paymentus was via the standard RFP competitive bid process. When DWS goes out to bid on the services in the future we will use the same RFP process.

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
ORTAINE ACIDERA	DWS - FISCAL	X7303	ortaine.acidera@co.maui.hi.us
KEN BISSEN *	DWS - FISCAL	X7684	ken.bissen@co.maui.hi.us

*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.*

Digitally signed by Helene Kau
Date: 2022.11.10 09:32:24 -10'00'

11/10/2022

Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 11/10/22

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:

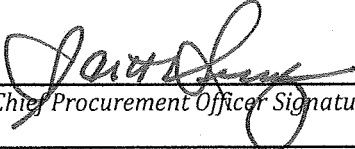
Jared.masuda@co.maui.hi.us

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

11/17/22

Date

