



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

TO: Chief Procurement Officer

FROM: Department of Management  
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 Iao Theate provides an ADA accessible space that accommodates the displaced congregation for Calvary Church, allowing for social distancing due to COVID-19.
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2. Vendor/Contractor/Service Provider: Maui Community Theater	3. Amount of Request: \$ 989.58 per month
4. Term of Contract From: 1/1/2023 To: 3/31/2023	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: The only access to the Calvary Church is through the Wailuku municipal parking lot, which is under construction by the County of Maui Department of Management. For the safety of staff, congregation and constructions during the development of the parking structure, access to the building has been cut off. An alternative location in Wailuku was required until access can be restored to prevent shutting down the church's operations. The Department evaluated several spaces in the neighborhood to accommodate the needs of the church. The Main Street Promenade/MAPA Main Street Arts space next door is not large enough. Other churches in the area with similar space have schedule conflicts with Calvary Church's schedule. During COVID restrictions when the space was needed the community centers were closed. While the community center's are now open there is no facility in the immediate neighborhood that the congregation is accustomed to assembling to worship. It is anticipated that only two more months will be needed to accommodate Calvary Church before access is restored to their facility. Therefore we would like to continue to use the Iao Theater to avoid further disruption.
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7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: Iao Theater was being utilized from October 2021 to present. This space accommodated the displaced religious institution and parishioners during the construction at the Wailuku Municipal Parking Lot. Other options had conflicting schedules and didn't allow for social distancing during COVID-19.
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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
Erin Wade	Management	270-6258	Erin.Wade@co.maui.hi.us
Sandy Baz	Management	270-7202	Sandy.Baz@mauicounty.gov
Josiah Nishita	Management	270-7205	Josiah.Nishita@mauicounty.gov

**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

DEC 19 2022  
 \_\_\_\_\_  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 12/19/2022

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

  
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 Chief Procurement Officer Signature

DEC 27 2022  
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 Date