



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

TO: Chief Procurement Officer

FROM: Information Technology Services
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:

Provide Project Management and Organizational Change Management for Microsoft 365, VPN, Applicaton Xtender and other IT Projects and initiatives

2. Vendor/Contractor/Service Provider:

Lynn Surayan

3. Amount of Request:

\$ 200,000.00

4. Term of Contract From: 1-Jun-23

To: 31-May-24

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:

This vendor has extensive experience and background with the County of Maui IT, as well as other internal County departments and external agencies that we collaborate with regularly. Vendor also has extensive project management and change management skills and understanding and has working knowledge of project methodologies utilized at the County of Maui. Vendor is able to work a flexible schedule which will be required for projects.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Hands on experience with County of Maui personnel, software, projects, and change management and has proven her extensive project mangement and change management skills and expertise.

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
Kimberly Albright	ITSD	808.793.9696	kimberly.albright@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.

David Aantb

Department Head Signature

4/12/2023

Date

For Chief Procurement Officer Use Only

Date Notice Posted:

4/13/23

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:

~~stateprocurementoffice@hawaii.gov~~

jared.masuda@co.maui.hi.us

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Jared Masuda

Chief Procurement Officer Signature

Date