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

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

1. TO: Chief Procurement Officer
2. FROM: High Technology Development Corporation (HTDC)

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

## 3. Description of goods, services or construction:

Session level sponsorship for the rethink Hawaii Conference Nov. 1 - 5, 2009. Within the conference are sessions/ forums hosted by various organizations on an annual basis. The conference core is connecting entrepreneurs and investors. Also included in attendance will be investors, photographers, manufacturers, artists, writers, professional and executives to solve problems in technology, business and sustainability. HTDC will market its services and will encourage the growth of the high technology sector at this year's event.

HTDC will use funding from U.S. Dept. of Commerce EDA grant 07-79-06344 for this sponsorship.

4. Name of Vendor: Pono Media

Address: 98-1277 Kaahumanu St. #106-129  
Aiea, HI 96701

5. Price:

\$5000.00

6.

Term of Contract:

From: 11/01/09

To: 11/05/09

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: HTDC's mission is to help foster the growth of the high technology sector in Hawaii. An important component is equity financing at pre-launch or seed stage for Hawaii start-ups. This annual type of event provides access to international and national investors for Hawaii start-up businesses.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

HTDC is not aware of any planned event for 2009 that provides the services as described in item 3 above.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

1. Pre-approval obtained by HTDC Executive Director
2. Staff completes HTDC internal purchase request (PR)
3. PR form routes to Executive Director for signature
4. Staff obtains State vendor code or process info to obtain vendor code
5. HTDC obtains proposal from the event organizer
6. HTDC obtains flyers, helps market and provides event info to its client base
7. Attend event
8. Complete write-up of event for EDA report
9. Request invoice after the event from the organizer
10. Compose acknowledgement letter and send check.


**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)**

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Yuka Nagashima	Executive Director	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Steve Sakuda	Controller	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Coleen Yoshina	Executive Secretary	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Sandi Kanemori	Prog Spc, Business Development	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Russell Au	Bus. Development Mgr.	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: HTDC Contact Name: Russell Au Phone Number: 539-3845 Fax Number: 539-3795
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Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*

  
 \_\_\_\_\_  
 Department Head

OCT 19 2009  
 \_\_\_\_\_  
 Date

Reserved for SPO Use Only	
15. Date Notice Posted	10-20-09
The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to: <p align="center">                     Chief Procurement Officer                      State Procurement Office                      P.O. Box 119                      Honolulu, Hawaii 96810-0119                 </p>	
Chief Procurement Officer's comments:          	

16.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

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 Chief Procurement Officer                      Date