



NOTICE OF REQUEST FOR EXEMPTION FROM CH. 103D, HAWAII REVISED STATUTES

TO: Chief Procurement Officer ("CPO")

FROM: Administration / IT Section Sandi Nadatani-Mendez, Information Tech. Specialist III

Pursuant to HRS § 103D-102(b)(4) and HAR, Ch. 3-120 et seq., the Division requests a procurement exemption for the following:

1. Describe the goods or services:
"Public Purchase" e-Procurement Software.

Move the entire bidding process online for easier purchase process management.

Streamlining our procurement process and expediting the bid process with customized solutions that ultimately lead to lower government agency costs.

Issue A New Bid Or Quote

- Easy contract data entry
- Customized bid templates
- Easy bid downloading and printing by vendors

Manage And Assist Your Vendors

- Vendor management tool
- Automatic Internet-based vendor bid notifications
- Document attachment/uploading process

Aid In The Compliance Process

- Expenditure tracking
- Transparent process with seven-year reporting

Evaluate And Award Bids

- Automatic vendor e-mail notification
- Vendor award notices

The result is a more streamlined bidding process with improved response times... and less time spent on tactical activities.

2. Vendor/Contractor/Service Provider:

The Public Group

3. Amount of Request:

\$0

4. Term of Contract:

From: Click here to enter text. to: Click here to enter text.

5. Prior procurement exemption, if applicable:

Click here to enter text.

Not Applicable

6. Explain in detail why it is not practicable or not advantageous for the Department to procure by competitive means:



The County partnered with The Public Group to move the County centralized purchasing to an electronic system. Although the Department is not a part of the centralized purchasing, the same vendors, potential bidders, and contractors utilize the County system as they would the Department's. Enabling this consistency in software keeps the procurement of Department needs simply for all vendors, potential bidders, and contractors. This supports Mayor Carvalho's Holo Holo 2020, is in line with the Procurement Code's electronic purchasing system requirements, provides a cost-savings to all parties, and complies with the County's paperless initiatives. Moreover, the software is free.

- 7. Explain in detail the process that will be or was utilized in selecting the Vendor/Contractor/Service Provider:

The Department looked into other Service Providers as well as other County Agencies in Hawaii to see what services they were using. The Department will work with the selected vendor to provide County-wide consistency in moving towards an online bidding process.

- 8. Identify the Procurement Officer (responsible employee conducting and managing this procurement) or the point of contact (employee to contact for further information). *Appropriate delegation of procurement authority and completion of mandatory training is required.*

If checked the Procurement Officer is also the Point of Contact.

Procurement Officer

Name: Sandi Nadatani-Mendez
Title: Information Technology Specialist III
Division: Administration / IT Section
Phone: 808-245-5469
Email: snadatani@kauaiwater.org

Point of Contact

Name: Click here to enter text.
Title: Click here to enter text.
Division: Click here to enter text.
Phone: Click here to enter text.
Email: Click here to enter text.

All requirements and approvals, and internal controls for this procurement have been complied with and the responsibility for ensuring compliance is met as required by HRS § 103D. I certify that the information provided herein is, to the best of my knowledge, true and correct.

/s/ Sandi Nadatani-Mendez
Division Head or Lead Electronic Signature

Inquiries about this request shall be directed to the contact named above. Written objections to this notice to issue an exempt procurement contract shall be submitted, within seven (7) calendar days, or as otherwise allowed from the date the notice is posted, to the Procurement Officer

