



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

TO: Chief Procurement Officer (“CPO”)

FROM: Administration Christine Erorita, Secretary

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:

Skillpath’s experts will teach the DOW’s supervisors and other staff on the topics listed below. This intensive training focuses on the unique challenges that the DOW faces every day offers solutions to help develop and achieve each leaders and become great communicators to be confident and comfortable when communicating with diplomacy, tact and professionalism.

**Program Guide: The Complete Seminar on Communicating With Tact, Diplomacy and Professionalism**

- **Communicating under pressure: How to be poised, calm and effective no matter what**
- **The secrets of getting the information you want**
- **Diplomacy in action: How to manage conflicts and prevent communication problems**
- **How to be positively persuasive: Getting people to buy into your ideas**

2. Vendor/Contractor/Service Provider:

Skillpath / Patrick Alspaugh, [palspaugh@skillpath.com](mailto:palspaugh@skillpath.com), (913) 677-6268

3. Amount of Request:

\$8,100 + applicable tax

4. Term of Contract:

From: August 28, 2019, 8:00 a.m. – 3:00 p.m. to: August 29, 2019, 8:00 a.m. – 3:00 p.m.

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:

Skillpath is specialized in teaching and educating its audience (the DOW) with their expertise in the subject matter, “Excelling as a Manager or Supervisor.” The CPO determines that their services qualify as an exemption in Exhibit A, HAR Chapter 3-120.

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

Skillpath is specialized in teaching and educating its audience (the DOW) with their expertise in the subject matter “**Communicating With Tact, Diplomacy and Professionalism.**”

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



*Water has no substitute.....Conserve it*

Name: Bryan Wienand  
Title: Manager and Chief Engineer  
Division: Administration  
Phone: (808) 245-5403  
Email: bwienand@kauaiwater.org

Point of Contact

Name: Christine Erorita  
Title: Secretary  
Division: Administration  
Phone: (808) 245-5409  
Email: cerorita@kauaiwater.org

***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/ Bryan Wienand

*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 Point of Contact



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*Date Notice Posted: Monday, July 15, 2019*

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

*CPO comments:*

*This approval for exemption is for the solicitation process only. All other requirements of HRS § 103D shall apply unless otherwise waived or exempted.*

*If there are any questions please contact the Point of Contact*

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APPROVED

DENIED

/s/ Bryan Wienand  
*Chief Procurement Officer* *Date*