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

TO: Chief Procurement Officer (“CPO”)

FROM: Administration – PR Jonell Kaohelaulii, I&E Specialist

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:
Radio Advertising Contract FY July 2024-June 2025
2. Vendor/Contractor/Service Provider:
H. Hawaii Media – Kaua'i
3. Amount of Request:
\$6,910.99
4. Term of Contract:
From: July 1, 2024 to: June 30, 2025
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:
Selection of this radio group is based on the targeted audience age groups represented by its five stations. This is exempt from Chapter 103D, HRS, pursuant to section 3-120-4(b)(14) HAR.
7. Explain in detail the process that will be or was utilized in selecting the Vendor/Contractor/Service Provider:
The Department discussed its need for consistent, weekly radio advertising and frequent announcements to notify the public of water system-related announcements (i.e. water shutdowns, road closures, emergency water conservation or outages), water conservation programs (workshops, water festivals, consumer engagement and education events) and other general water information with H.Hawaii Media’s General Sales & Station Manager, Lee Weiman. The Department’s target audience fits the demographics of H. Hawaii Media Station’s adults age 25-54 and has stations that represents all age groups featuring a specific music genre and time period in addition to news stations at home, on commute and at work. H.Hawaii Media is in agreement to the Department’s request and need for flexibility to announce emergencies and public service announcements at a moments notice.



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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: Christine Erorita

Title: Contracts Officer

Division: Fiscal

Phone: 808-245-5409

Email: cerorita@kauaiwater.org

Point of Contact

Name: Jonell Kaohelaulii

Title: I&E Specialist

Division: Administration - PR

Phone: 808-245-5461

Email: jkaohelaulii@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/ Jonell Kaohelaulii

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: Friday, June 07, 2024

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

APPROVED

DENIED

/s/ _____ *Click here to enter a date.*
Chief Procurement Officer *Date*