



**NOTICE OF REQUEST FOR EXEMPTION FROM CH. 103D, HAWAI'I 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:  
Print advertisement -newspaper media
2. Vendor/Contractor/Service Provider:  
Oahu Publications/The Garden Island Newspaper (TGI) – Kauai Branch
3. Amount of Request:  
\$10,508.68
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:  
The selection of this vendor is based on its target readership group; limited print publication with similar readership and Chapter 103D, HRS, pursuant to section 3-120-4(b)(14).
7. Explain in detail the process that will be or was utilized in selecting the Vendor/Contractor/Service Provider:  
The Department (Jonell Kaohelaulii) met with Sales Manager of Oahu Publications, representative for Garden Island Newspaper (TGI) of the continuity of weekly newspaper advertising to expand its public outreach messages, water service related notices and other announcements. TGI's readership and community visibility are aligned with the Department's efforts to capture their target audience whom prefer to read print news versus online, alternative platforms. TGI agreed to offer weekly banner print placement; with consistent location on Wednesdays; TGI's 2<sup>nd</sup> highest readership day and will include online website banner ads via TGI's website.
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: Joe Tait  
Title: Manager and Chief Engineer  
Division: Administration  
Phone: 808-245-5400  
Email: jtait@kauaiwater.org



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

Point of Contact

Name: Jonell Koahelaulii  
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*

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APPROVED

DENIED

/s/ [Click here to enter text.](#) \_\_\_\_\_ [Click here to enter a date.](#)  
*Chief Procurement Officer* *Date*