

TO:

NOTICE OF REQUEST FOR EXEMPTION FROM CH. 103D, HAWAI'I REVISED STATUTES

FROM:	Administration	Michael Hinazumi, Acting Deputy Manager-Engineer

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:

Leadership Kauai's experts will teach and coach DOW's leaders and other staff members enhancements to their leadership style and team motivation abilities. Its intensive training focuses on the unique challenges that the DOW faces every day, offers solutions to help develop and achieve each leaders to become better communicators, gain confidence and comfort when communicating with diplomacy, tact and professionalism, team build and the ability to commit.

- 2. Vendor/Contractor/Service Provider: Leadership Kauai / Char Ravelo, <u>exdir@leadershipkauai.org</u> (808) 246-8727
- 3. Amount of Request: \$14,500.00
- 4. Term of Contract:

From: January 1, 2025 to: December 31, 2025

Chief Procurement Officer ("CPO")

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 CPO determines that their services qualify as an exemption in Exhibit A, HAR Chapter 3-120, Exemption No. 3 and 15.

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

Leadership Kauai is specialized in teaching and educating its audience (the DOW) with their expertise in various leadership development areas. The CPO determines that their services qualify as an exemption in Exhibit A, HAR Chapter 3-120, Exemption No. 3 and 15.

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
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Procurement Officer

Name: Michael K. Hinazumi, P.E.

Title: Acting Deputy Manager-Engineer



Division: Administration Phone: (808) 245-5416

Email: mhinazumi@kauaiwater.org

Point of Contact

Name: Christine Erorita

Title: Departmental Contracts Officer

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/ Michael K. Hinazumi, P.E.

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

Date Notice Posted: Thursday, December 12, 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	
<u>/s/</u> Chief Procurement Officer		 Date
FORM HRS 103D Exemption (V	Ver.: 02/26/2018)	Procurement Exer