

**DEPARTMENT OF EDUCATION - OFFICE OF FISCAL SERVICES
REQUEST and NOTICE OF EXEMPTION FROM PROCUREMENT**

PART I - REQUEST FOR EXEMPTION FROM PROCUREMENT

1. TO: DOE Chief Procurement Officer (send completed original form to OFS Procurement and Contracts Branch)

FROM: Noelani Elementary School
(Name of School or Program)

The school/program named above requests a procurement exemption as follows below.

2. This exemption is requested pursuant to:
 §103D-102(b)(4), HRS and Chapter 3-120, HAR or
 §103F-101(a)(4), HRS and Chapter 3-141, HAR

3. Island/District: Statewide or
 Oahu Hawaii Kauai Maui

4. Description of the proposed purchase (attach additional sheets if necessary):
Indicate one category: good service construction Health/Human service professional service
Brief description: The fourth grade class will travel to the Big Island to support their student learning of Hawaiian History. The total cost includes travel coordination services (by travel agent), interisland air fare, hotel accommodations, guided ground transportation, meal costs and admission fees.

5. Vendor Information
Name: Various
Address:

6. Term of Contract
From: Upon Approval
To: 02/24/17

7. Total (estimated) Cost:
\$50,000

8. Explanation describing how procurement by competitive means is either **not practicable or not advantageous** to the State (attach additional sheets if necessary):
Noelani Elementary School has been traveling to the Big Island as part of their Grade 4 social studies curriculum for the past 26+ years. Travel arrangements for the nearly 105 passengers (including students, parent chaperones and grade level teachers) must be made immediately to ensure that all travelers are able to arrive on the Big Island at approximately the same time. For a group of this size, procurement by competitive means is neither practicable nor advantageous for air, hotel and ground transportation. In addition, the current market conditions, especially for airfare, which would make up the majority of the costs, fluctuate continuously making it difficult to lock in rates and accommodate the needs of such a large party for any period of time. Furthermore, there are limited options/vendors for ground transportation services on the Big Island.

9. Details of the process or procedure to be followed in selecting the vendor to **ensure maximum fair and open competition** as practicable (attach additional sheets if necessary):
The school (in accordance with small purchase procedures and requirements) will solicit informal quotes in writing or via the internet from various travel agencies and other travel service providers travel service providers as required by the travel procedures. The travel agency will be selected on their ability to coordinate goods (e.g. meals) and services at the most economical rates.

10. A description of the school/program internal controls and approval requirements for the exempted procurement (attach additional sheets if necessary):

The school requests exemption from the formal competitive solicitation process only. The normal internal process for payment using the DOE's financial management system and completing the standard travel documentation and approvals shall apply.

11. List of school/program personnel who will be involved in the approval process and administration of the contract (attach additional sheets if necessary):

Name	Title	Involvement in process	
Rochelle Mahoe	School Principal	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Billy Tabuyo	Administrative Service Assistant	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

12. This exemption should be recommended to the Procurement Policy Board to be considered for the list of exemptions attached to Chapter 3-120 or 3-141, HAR: Yes No

13. I hereby certify that the information provided above is, to the best of my knowledge, true and correct; and that all applicable statutory, administrative, policy and procedures have or shall be complied with.

Rochelle Mahoe, Principal _____ Date 7/15/16

Administrator's Signature & Title

PART II - NOTICE OF EXEMPTION FROM PROCUREMENT

The school/program named below intends to exempt the goods, services, or construction (as described in the request above) from procurement for good cause. The Chief Procurement Officer is in the process of reviewing this request.

<p>Inquiries and questions about this request may be directed to:</p> <p>Name/Title: Rochelle Mahoe, Principal School/Program: Noelani Elementary School Address: 2655 Woodlawn Drive Telephone No.: 808-988-1858 email address: Rochelle_Mahoe@notes.k12.hi.us</p>	<p>Written objections to this Notice of Exemption must be received within seven (7) calendar days from the date this notice was posted, and shall be directed to:</p> <p>Chief Procurement Officer, Department of Education Procurement & Contracts Branch, OFS 94-275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Telephone Number: 808-675-0130 Email address: DOEprocure@notes.k12.hi.us</p>
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Reserved for Procurement Office Use

14. Chief Procurement Officer's Comments:

15. Approved
 Disapproved
 No Action

Kathryn S. Matayoshi, Superintendent & CPO _____ Date _____

c: Administrator, State Procurement Office