



10. A description of the agency's internal controls and approval requirements for the exempted procurement:

All requests for procurements are reviewed by the Compliance Officer, the CFO & CEO prior to any work beginning on the Agreements. Once the procurement is complete, both the CFO & CEO again review the final paperwork prior to sign off by HMC.

11. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

Name	Position	Involvement in Process	
Dan Brinkman	East Hawaii Region CEO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Joni Waltjen	East Hawaii Region CFO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Sam Nelson	Senior Contract Manager	<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

12. Direct inquiries to:  
 Department: Contracts Management  
 Contact Name: Sam Nelson  
 Phone Number: 808 932-3113  
 Fax Number: (808) 933-2793

13. This exemption should be considered for list of exemptions in to Chapter 3-120, HAR: YES  NO   
 Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*

\_\_\_\_\_  
 Department Head – Sam Nelson

\_\_\_\_\_  
 Date

Reserved for RCPO/Designee Use Only

15. Date Notice Posted 01/30/2020cf

The Head of the Purchasing Agency is in the process of reviewing this request for exemption from East Hawaii Region Procurement Policies. Submit written objections to this notice to issue an exemption from East Hawaii Region Procurement Policies, within seven (7) calendar days or as otherwise allowed from the above posted date to:

Regional Chief Procurement Officer  
 East Hawaii Region  
 1190 Waianuenue Ave.  
 Hilo, Hawaii 96720

Regional Procurement Officer's comments:

16.  **APPROVED**  **DISAPPROVED**

\_\_\_\_\_  
 Regional Chief Procurement Officer

\_\_\_\_\_  
 Date