NOTICE OF REQUEST FOR EXEMPTION FROM HRS 103D

COUNTY OF KAUAI

The Director of Finance has received a Request For Exemption from Chapter 103D, HRS, in accordance with Hawaii Administrative Rule 3-120-5. A preliminary review has been conducted and approved for posting of this Notice.

Accordingly, by posting of this Notice, constructive notice is provided to permit interested parties an opportunity to review a copy of the Request For Exemption from Chapter 103D, HRS, attached and posted herewith, and to submit written objections within seven (7) days from the date this Notice was posted. Objections shall be submitted to:

COKPurchasing@kauai.gov

Questions may be directed to the Division of Purchasing at phone: (808) 241-4288, or Email: COKPurchasing@kauai.gov.

A summary of the Request For Exemption from Chapter 103D, HRS, follows**:**

Proposed Vendor's Name and Address**:**

Accuity Advisors LLC
999 Bishop St. Suite 200
Honolulu, HI 96813

Proposed Procurement Item:

Accounting Team Staff Augmentation Services
(See Attached)

BY: Kristi Mahi
Division of Purchasing

Date Notice Posted: November 25, 2026

SPACE BELOW IS RESERVED FOR RESPONSE TO REQUESTING AGENCY

TO: Finance / IT

◉ Exemption #_____ is assigned. This Notice was posted for seven (7) days. No objections were received. Please proceed with (1) processing of a requisition for a purchase order, or (2) contract preparation with the County Attorney's Office.

○ Objection(s) were received. Please contact the Division of Purchasing.

_____ _____
Division of Purchasing Date

DIVISION OF PURCHASING

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: DIVISION OF PURCHASING

FROM: Finance / Information Technology 11/24/2026
(Dept or Agency) (Div) Date

Pursuant to Chapter 3-120-5, HAR, the Department requests a procurement exemption to purchase the following:

I. DESCRIPTION OF PROPOSED PROCUREMENT:

Consultant services to assist the County in Enterprise Resource Planning (ERP) system implementation. The proposed services will add staff augmentation services to assist the County of Kauai's Accounting team related to the FY2026 Annual Comprehensive Financial Report (ACFR) audit workpapers. The assitance will ensure timely and accurate financial documentation in alignment with the County of Kauai's ERP implementation.

II. NAME/ADDRESS OF VENDOR:

Accuity Advisors LLC.
999 Bishop Street, Suite 2300
Honolulu, HI 96813

III. ESTIMATED COST: $85,000.00
Anticipating a ☐ Contract or ☒ PO.

IV. ESTIMATED TERM OF CONTRACT OR DELIVERY TIME:

One year

V. Explanation describing how procurement by competitive means is either not practical or not advantageous to the County:

Procurement by competitive means is impractical because the time required to solicit and evaluate proposals and onboard a new consultant would delay needed support during a critical stage of ERP implementation. A new consultant would need to become familiar with the County's ERP project and financial reporting processes, duplicating effort and requiring additional County staff time. Continuing with Accuity will maintain continuity and reduce the risk of delays in completing FY2026 ACFR audit workpapers during a critical time of the ERP project.

VI. PROCUREMENT METHOD.

☒ Justification for vendor selection:

Accuity Advisors LLC is recommended based on its direct involvement in the County's ERP project, including RFP development, vendor selection, foundational planning, independent validation and verification, and Chart of Accounts support. This experience provides relevant knowledge of the County's ERP implementation and related financial reporting needs. Selecting Accuity to assist with FY2026 ACFR audit workpapers will maintain continuity, minimize onboarding and duplication of effort, and support timely coordination with the County's Accounting team during critical implementation stages.

☐ Details of the **procurement method** to be followed in selecting the vendor to ensure maximum fair and open competition:

VII. If a recommendation of award is to be made by an evaluation committee, to include contract negotiation, who will conduct and manage the process:

(1) Name, Title, and relevant experience or qualifications:

N/A

(2) Name, Title, and relevant experience or qualifications:

(3) Name, Title, and relevant experience or qualifications:

VIII. The vendor was/will be notified prior to soliciting or negotiating a price, that the applicable County General Terms and Conditions, or General Provisions for Construction Contracts, is applicable to this purchase: Yes ☒ No ☐.

Direct question to: Tara Apodaca Ph: (808) 241-4411

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

Nov 24, 2026

(Department/Agency Head Signature) Date

SPACE BELOW RESERVED FOR FINANCE DIRECTOR OR DESIGNEE:

APPROVED ☒ DENIED ☐

If approved, the following ☒ conditions apply:

☒ The furnishing and delivery of the items and/or services specified herein shall comply with this Request for Exemption in its entirety and with the General Terms and Conditions for Goods and Services, dated July 2016, which by reference is incorporated herein as though it were physically an integral part of this notice.

☐ The furnishing and delivery of the items and/or services specified herein shall comply with this Request for Exemption in its entirety and with the General Provisions for Construction Contracts (GPCC) dated September 2015, which by reference is incorporated herein as though it were physically an integral part of this notice.

☒ Insurance: Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of the Contract, the insurance coverages, limits, including endorsements, described in the Insurance Requirements attached hereto.

☒ The names of the persons recommended in Sections VII shall not be disclosed until after award of a contract.

☒ Seven (7) day internet posting by **Purchasing Division** required.

☒ Prior CPO approval is required for any contract amendment(s) that would change the scope of work of the original contract. (amendments are also subject to 7 day Internet posting by **Purchasing Division**)

☒ A copy of the approved request must accompany any solicitation and contract document submitted to the Purchasing Division for processing.

☒ Final approval of the negotiated contract by the Director of Finance is required.

☒ Tax clearance compliance is required as a pre-requisite to contract and for final payment (HRS 103-53)

☒ The contractor shall be informed of the requirements of **HRS 11-355 relating to the prohibition of campaign contributions by State and County Contractors during the term of the contract (Contact State Campaign Spending Commission: 808 586-0285; www.hawaii.gov/campaign).**

Ernest Barreira
Ernest Barreira (Nov 24, 2026 17:26:24 HST)

DIRECTOR OF FINANCE or Designee _____ Date _____

DIRECTOR OF FINANCE'S COMMENTS: