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The Research Corporation of the University of Hawaii

Financial Services Department

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STATE OF HAWAII
STATE ETHICS COMMISSION

April 19, 2004

Hawaii State Ethics Commission
Bishop Square, Pacific Tower 970
1001 Bishop Street
Honolulu HI 96813

Dear Sir or Madam·

Attached is a public notice of our intent to award a Services Contract to Ralph H. Sprague, Jr., Inc., a corporation wholly owned by Ralph H. Sprague, Jr., a professor at the University of Hawaii at Manoa, College of Business Administration. Since this professor is deemed to provide unique and specialized services, the award will be made on a Sole Source basis.

Should you have any questions, please call Sandra Laney, the conference administrator, at 808-956-3251.

Sincerely yours,

Norman Yamamura
Financial Services Manager

Cc: Sandra Laney, HICSS Conference Administrator

PUBLIC NOTICE

RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII

NOTICE OF INTENT TO AWARD CONTRACT

Pursuant to Section 84-15 (a) (3), Hawaii Revised Statutes, the Research Corporation of the University of Hawaii (hereinafter RCUH), on behalf of the University of Hawaii, College of Business Administration, Hawaii International Conference on System Sciences, hereby gives notice of its intent to award a contract to Ralph H. Sprague, Jr., INC. (hereafter CONSULTANT), a corporation wholly owned by Ralph H. Sprague, Jr., a professor at the University of Hawaii College of Business Administration.

The College of Business Administration is in need of unique and specialized services that do not lend themselves to competitive bid, and that the CONSULTANT is uniquely and solely qualified to provide. Pursuant to Section 307-3, Hawaii Revised Statutes, RCUH is authorized to enter into this contract for the College of Business Administration.

The scope of services to be performed by the CONSULTANT includes:

Performing all planning and management functions required by the 37th Hawaii International Conference on Systems Sciences (HICSS-37). Overall management of the HICSS conference includes but it is not limited to the following: determining research focus; planning and determining marketing and public relations; setting the annual budget; negotiating contracts with vendors and consultants; selecting Track leadership; approving Minitrack Chairs; selecting Tutorial leaders and speakers for special presentations; determining the Paper Review process, the Publication of Proceedings, and the content and focus of printed material (Advance Program Announcement, Progam, Call for Papers, and miscellaneous material) and the web site http:www.hicss.hawaii.edu; overseeing the on-site logistical operations; and other responsibilities that may be required for the long-term viability of the conference as it affects the University and the College of Business Administration.

The services required of the CONSULTANT shall commence on or after May 06, 2004, and remain in force until January 15, 2005.

The total contract price shall be $24,000.00.

Anyone wishing to protest this posting should call Sandra Laney, telephone (808) 956-3251.

Norman Yamamura
Financial Support Services Manager
Research Corporation of the University of Hawaii

4/20/04
Date