



DEPARTMENT OF WATER SUPPLY • COUNTY OF HAWAII

345 KĒKŪANAŌ'A STREET, SUITE 20 • HILO, HAWAII 96720

TELEPHONE (808) 961-8050 • FAX (808) 961-8657

NOTICE OF & REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

Reminder - HRS 103D(b)(4)(L) does not include provision for construction services:

<https://spo.hawaii.gov/wp-content/uploads/2013/12/SPO-15-355.pdf>

TO: Keith K. Okamoto, P.E.
Chief Procurement Officer

FROM: Damien Joaquin - Administration / Information Systems Branch
Division/Branch

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

1. Name of Vendor, Address, & Phone: Environmental Systems Research Institute, Inc. (ESRI) 380 New York Street Redlands, CA 92373	2. Amount of Request / Contract: \$ 118,115.13
3. Term of Contract, if applicable: From: 8/5/2026 To: 8/5/2029	4. Prior Exemption Ref. #: 21-05
5. Description of goods / services to be procured (attach additional sheet if necessary): Annual license renewal and maintenance for Environment Systems Research institute, Inc. (ESRI) Geographic Information System (GIS) Software	
6. Describe in detail the following: a. Why procurement by competitive means is either not practicable nor advantageous to the DWS / County (attach additional sheet if necessary): ESRI's GIS software is currently used throughout DWS, the County of Hawaii and Worldwide as the industry standard for GIS. ESRI's software is proprietary and unique to their GIS platform. b. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable (attach additional sheet if necessary): DWS's current GIS data has been created and maintained using ESRI's software. This is essential for the dissemination of infrastructure maps and information to DWS staff in the office and in the field. Future development of DWS's GIS maps, database, and accessibility are anticipated.	

...Water, Our Most Precious Resource...Ka Wai A Kāne...

The Department of Water Supply is an Equal Opportunity provider and employer.

c. A description of the agency's internal controls and approval requirements for the exempted procurement (attach additional sheet if necessary):

Per DWS pre-approved Sole Source #3, this license renewal can only be obtained from this single, current vendor. ESRI is the only source that can grant a right to copy and deploy their Enterprise Software within our organization. They are the only source of maintenance (updates and technical support) for all ESRI software. There could be considerable risk and disruption in the operation of DWS if this vendor was changed. The county of Hawaii also utilizes the ESRI software.

7. A list of agency personnel, by position, who will be involved in the approval process and administration of this contract and/or conducting and managing this procurement:

Name	Position	Involvement in Process	
Damien Joaquin	Waterworks Information Systems Manager	☐ Approval	☒ Administration
Kawika Uyehara	Deputy Manager	☒ Approval	☐ Administration
Ka'iulani Matsumoto	Contracts Technician	☐ Approval	☒ Administration
		☐ Approval	☐ Administration

8. Direct inquiries to:

Department: Water Supply
Contact Name: Damien Joaquin
Phone Number: (808) 961-8050 x264
Fax Number: (808) 961-8031

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

Division Head Signature

7/21/2020

Date

For Administrative Use Only

10. Date Notice Posted: JUL 22 2020 (DWS Bulletin Board and DWS Website)

During posting period, the Chief Procurement Officer is in the process of reviewing this request for Exemption.

Written objections to this request to issue an Exemption from Chapter 103D, HRS shall be submitted to the Chief Procurement Officer *within seven (7) calendar days* from the above posted date.

Objections may be sent by mail, fax, or email to the Office of the Manager-Chief Engineer, Department of Water Supply:

Chief Procurement Officer's comments:

11. ☐ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED

Chief Procurement Officer

Date

12. Exemption No. 26-08 (to be completed by CSB only)



SOLE SOURCE LETTER
Environmental Systems Research Institute, Inc. (Esri)
380 New York Street
Redlands, CA 92373
Telephone: 909-793-2853, Ext. 1-1990
Email: jricks@esri.com

DATE: July 22nd, 2026

TO: Whom It May Concern

FROM: Jackie Ricks, Contract Specialist I, Esri Contracts and Legal Services

RE: Esri Sole Source Justification for Small Utility Enterprise Agreement

This letter confirms Esri, as owner and manufacturer, is the sole source provider of all U.S. domestic Small Utility Enterprise Agreements (EA). The Small Utility EA is a bundled package of term limited software licenses and maintenance that includes the right to copy.

Esri is the only source that can grant a right to copy and deploy Enterprise Software within your organization (Enterprise). Also, domestically Esri is the only source of maintenance (updates and technical support) for all Esri® software.

If you have further questions, please contact me at jricks@esri.com.


Jackie Ricks