

**UNIVERSITY OF HAWAII  
NOTICE OF EXEMPTION CHAPTER 103D, HRS**

The President, University of Hawaii, is in the process of reviewing the request from  
Intercollegiate Athletics, University of Hawaii at Manoa (Department/Campus)  
for exemption from Chapter 103D, HRS, for the following goods and services:  
Reconditioning of football helmets and certifying for use during practices and games.

**Vendor:** To be determined  
(If known)  
**Address:**

<b>Term of Contract:</b> (If known)	<b>From:</b> To be determined	<b>To:</b> To be determined	<b>Cost:</b> \$31,000.00 (estimated)
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<b>Direct any inquiries to:</b> Department: Intercollegiate Athletics, University of Hawaii at Manoa Contact Name/Title: Alan Ginoza, Head Men's Equipment Manager Address: 1337 Lower Campus Road, PE/A 107 Honolulu, Hawaii 96822	<b>Phone Number:</b> (808) 956-7818  <b>Fax Number:</b> (808) 956-5717
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Date Posted: July 7, 2021

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven (7) calendar days from the date posted to:

Office of Procurement Management  
1400 Lower Campus Road, Room 15  
Honolulu, Hawai'i 96822  
email: OPM@hawaii.edu

## REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

**TO:** OFFICE OF PROCUREMENT MANAGEMENT

**FROM:** Intercollegiate Athletics, University of Hawaii at Manoa  
(Department/Program)

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Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

**Description of goods, services, or construction:**  
Reconditioning of football helmets and certifying for use during practices and games.

**Estimated Cost:**     \$ 31,000.00 (estimated)

**(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;**

Due to the Covid-19 pandemic, football helmet manufacturers are having problems keeping an adequate inventory of the parts that are needed for the reconditioning of existing helmets and for the building of new helmets. Previously, the University of Hawaii at Manoa Intercollegiate Athletics Department (UHM Athletics) was able to successfully solicit for quotations from manufacturer's and third-party companies to provide reconditioning services for its existing helmets. However, because of the current scarcity of parts, helmet manufacturers are focusing solely on working on their own products and will not service other manufacturer's helmets. In addition, they are currently not willing to exchange or share parts with other manufacturers or third-party reconditioning companies. As such, it is not practicable or advantageous for the University to competitively compete for these services.

**(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;**

The football team currently utilizes football helmets from two different manufacturers. UHM Athletics will request each manufacturer to provide a quotation for servicing their specific helmets to include shipping and taxes. This will ensure the safety and certification of the helmets.

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and

The Head Equipment Manager and staff will review each manufacturers quotations and compare them to past prices to ensure the cost for reconditioning is fair and reasonable. In addition, the quotes will be reviewed and approved by the UHM Athletics administrative team.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:

Alan Ginoza - Equipment Manager  
Brandon Devie - Asst Equipment Manager  
Tiffany Kuraoka - Asst Athletic Director/Fiscal Administrator

Direct questions to: Al Ginoza Phone: (808) 956-7818

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

Al Ginoza  
Full Name of Principal Investigator, Department Head, or Administrator

Alan Ginoza Digitally signed by Alan Ginoza Date: 2021.05.19 08:48:56 -10'00' 5/19/21  
Signature Date

Tiffany Kuraoka  
Full Name of Fiscal Administrator

Tiffany Kuraoka Digitally signed by Tiffany Kuraoka Date: 2021.05.19 12:41:25 -10'00' 5/19/21  
Signature Date

APPROVED:

David Lassner  
Full Name of Vice President or Chancellor

David Lassner Digitally signed by David Lassner Date: 2021.05.25 09:23:41 -10'00' \_\_\_\_\_  
Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

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APPROVED  DENIED

David Lassner Digitally signed by David Lassner Date: 2021.07.16 16:25:44 -10'00'  
PRESIDENT, UNIVERSITY OF HAWAII

7/16/2021  
DATE