

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

The President, University of Hawaii, is in the process of reviewing the request from  
University of Hawaii at Manoa Nancy Atmospera-Walch School of Nursing (Department/Campus)  
for exemption from Chapter 103D, HRS, for the following goods and services:

Multiple agreements with qualified healthcare providers in the State of Hawaii for Fall 2023 through Summer 2024 to provide specialty and/or population clinical training experiences for pre-licensure students in the UHM Nancy Atmospera-Walch School of Nursing (NAWSON) Bachelor of Science and/or Graduate Entry Program in Nursing.

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

<b>Term of Contract:</b> (If known)	From: Fall 2023	To: Spring 2024	Cost: \$51.08/hour; \$9,000 - \$25,000/Agreement
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**Direct any inquiries to:**  
Department: University of Hawaii at Manoa Nancy Atmospera-Walch School of Nursing  
Contact Name/Title: Wendy Suetsugu, Director of Clinic Placement  
Address: 2528 McCarthy Mall, Webster 439  
Honolulu, Hawaii 96822

Phone Number:  
808-956-5179  
  
Fax Number:

Date Posted: July 26, 2023

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:** University of Hawaii at Manoa Nancy Atmospera-Walch School of Nursing (NAWSON)  
(Department/Program)

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

**Description of goods, services, or construction:**

Multiple agreements with qualified healthcare providers in the State of Hawaii for Fall 2023 through Summer 2024 to provide specialty and/or population clinical training experiences for pre-licensure students in the UHM Nancy Atmospera-Walch School of Nursing (NAWSON) Bachelor of Science and/or Graduate Entry Program in Nursing. The healthcare provider will provide professional registered nurses available to complete University nursing clinical instruction training, provide direction and support to a student cohort (7 to 9 students) assigned at the healthcare provider's unit in the designated specialty to achieve clinical course learning objectives, and with NAWSON faculty and course coordinators, review and evaluate student practice as outlined by the course objectives. Required services range between 171 to 300 hours for each student cohort per 3 credits of clinical. The amount of hours vary by course due to simulation and other experiences the cohort completes.

**Estimated Cost:**     \$ 51.08/hr; contracts \$9K-\$25K

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

There are subjective factors to provide appropriate clinical training for students: 1) Access to a setting with the breadth & depth of case mix for the student cohort's population and clinical focus; 2) Direct clinical experiences that will allow students to practice hands-on clinical skills and develop clinical proficiency that is appropriate for the level and experience needed in the course to demonstrate clinical reasoning and formulate a culturally sensitive plan of care; 3) Access to & utilization of electronic health records; 4) Scheduling requirement rotations that vary by course and section; and 5) Access to interprofessional activity and student opportunities for professional socialization within the healthcare provider's system. A variety of clinical rotations & patient populations with an accredited/certified healthcare provider are necessary for graduation & licensure. A standard rate of remuneration per hour will be applied based on the hours required for the student cohort to achieve the clinical objectives at the healthcare provider unit.

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

The Associate Dean for Academic Affairs in collaboration with the Director for Clinical Placement and Director for Community Partnerships will contact healthcare providers that meet the requirements as a training site, including an adequate staffing of nurses and provider accreditation/certification, to discuss the provider's ability to meet the clinical training experiences. They will formulate a plan that is most reasonable in terms of the numbers of required student placements, credits, and hours; numbers of students by healthcare provider, specialty, client population; and that meets the criteria for an effective clinical training experience. We expect to issue contracts to multiple healthcare providers (approximately 2 to 3) to meet our clinical training needs.

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

The Director for Clinical Placement and Dean of NAWSON will review all proposed agreements for services for the healthcare providers selected prior to processing for execution. The School's Chief Administrative officer will review and approve all requisition, purchasing, payment and related support documents for compliance with University procedural requirements.

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

Clementina D. Ceria-Ulep, Dean  
Wendy Suetsugu, Director for Clinical Placement  
Lorrie Wong, Interim Associate Dean for Academic Affairs  
Katherine Finn Davis, Director for Community Partnerships  
Christopher Kanehiro, Administrative Officer

Direct questions to: Wendy Suetsugu Phone: 808-956-5179

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

Clementina D. Ceria-Ulep, Dean, NAWSON  
Full Name of Principal Investigator, Department Head, or Administrator

Clementina D. Ceria-Ulep  
cn=Clementina D. Ceria-Ulep, o=University of Hawaii at Manoa, ou=Nancy Atmospera-Walch School of Nursing,  
email=clem@hawaii.edu, c=US  
2023.07.11 15:22:51 -10'00'

7/11/23

Signature

Date

Christopher K. Kanehiro  
Full Name of Fiscal Administrator

Digitally signed by Christopher Kanehiro  
DN: cn=Christopher Kanehiro, o=School of Nursing & Dental Hygiene,  
ou=University of Hawaii at Manoa, email=cmk@hawaii.edu, c=US  
Date: 2023.07.11 15:31:55 -10'00'

7/11/2023

Signature

Date

APPROVED:

D Ishii for S French, UHM Chief Business Officer  
Full Name of Vice President or Chancellor

*Debra Ann C. Ishii*

Digitally signed by Debra Ann C. Ishii  
Date: 2023.07.25 11:11:38 -10'00'

Signature

Date

FOR OPM USE ONLY

OPM COMMENTS:

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\_\_\_\_\_  
\_\_\_\_\_  
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APPROVED

DENIED

*David Lassner*

Digitally signed by David Lassner  
Date: 2023.08.04 09:04:45 -10'00'

8/4/23



July 13, 2023

**MEMORANDUM**

TO: David Lassner  
President

FROM: Alexandra (Sandy) French  
Chief Business Officer

A handwritten signature in black ink, appearing to read 'Alexandra French'.

SUBJECT: Absence from Campus

I will be away from the office from July 13, 2023 through July 28, 2023. During my absence, Debra Ishii, Assistant to the Senior Executive will have authority to act on my behalf on all matters with regards to the Mānoa Office of Business and Finance.

Thank you.

ASF:si

c: Provost Michael Bruno  
Vice Provost Lori Ideta  
Vice Provost Nikki Chun  
Interim Vice Provost Laura Lyons  
Interim Vice Provost Christopher Sabine  
Debra Ishii, Assistant to the Senior Executive  
Sheila Izuka, Assistant to the CBO