

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

The President, University of Hawaii, is in the process of reviewing the request from  
Study Abroad Center, University of Hawaii at Manoa (Department/Campus)  
for exemption from Chapter 103D, HRS, for the following goods and services:  
Study Abroad Center Resident Director lodging costs for Fall 2023 - Summer 2024 semesters.

**Vendor:** Various (see attached list)  
(If known)  
**Address:**

<b>Term of Contract:</b> (If known)	From: August 2023	To: August 2024	Cost: \$50,000.00 (estimated)
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<b>Direct any inquiries to:</b> Department: Study Abroad Center, University of Hawaii at Manoa  Contact Name/Title: Jenine Isawa, Fiscal Specialist, Office of the Provost  Address: 2500 Campus Road, Haw 209F Honolulu, Hawaii 96822	Phone Number: (808) 956-0257  Fax Number: (808) 956-7115
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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 AND REAL PROPERTY MANAGEMENT

FROM: Study Abroad Center

(Department/Program)

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

Description of goods, services, or construction:

Study Abroad Center Resident Director lodging costs for Fall 2023 - Summer 2024 semesters for the following Study Abroad Programs:

See Attached.

Estimated Cost: \$ 50,000

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

See Attached.

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

See Attached.

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

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:  
Sarita Rai, Director, Study Abroad Center  
Jenine Isawa, Fiscal Administrator, Office of the Provost

Direct questions to: Jenine Isawa Phone: 956-0257

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

Sarita Rai  
Full Name of Principal Investigator, Department Head, or Administrator

Sarita Rai 7/21/23  
Signature Date

Jenine Isawa  
Full Name of Fiscal Officer

Jenine Isawa Digitally signed by Jenine Isawa  
Signature DN: cn=Jenine Isawa, o=University of Hawaii, ou=Office of the Provost & Office of the Vice Provost for Academic Excellence, email=isawa@hawaii.edu, c=US  
Date: 2023.07.21 15:14:25 -10'00' Date

APPROVED:  
Debra Ishii for Sandy French, UHM Chief Business Officer (delegated authority)  
Full Name of Vice President or Chancellor

Debra Ann C. Ishii Digitally signed by Debra Ann C. Ishii  
Signature Date: 2023.07.25 11:01:39 -10'00' Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:  
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APPROVED  DENIED

David Lassner Digitally signed by David Lassner  
Signature Date: 2023.08.04 09:03:40 -10'00' 08/04/23  
PRESIDENT, UNIVERSITY OF HAWAII DATE

University of Roehampton, London England  
International College of Seville, Seville Spain  
Lorenzo Di Medici, Florence Italy  
University of Adelaide, Adelaide Australia  
University of Sydney, Sydney Australia  
University of Catholique, Lille France  
University of Catholique, Angers France  
Institute Francais de Alpes (IFALPES), Annecy Frances  
Fubis, Berlin Germany  
University College Dublin, Dublin Ireland  
Shanghai International Studies University, Shanghai, China  
Tongji University, Shanghai China

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

The University of Hawaii Study Abroad Center (SAC) encourages overseas academic experiences and offers the following to SAC students:

- Curricula and programs that enable students to analyze, appreciate, comprehend, and interpret global circumstances;
- Education that situates the United States as a part of the present global community;
- Opportunities that broaden perspectives, develop competencies and improve the students' ability to make personal and public policy decisions as responsible citizens of an international society.

The SAC has an Advisory Council made up of faculty members that represents various colleges/departments of the University of Hawai'i at Mānoa. The Advisory Council is the SAC's policy-making body and serves as its curriculum committee. One of the key duties of the Advisory Council is to review and/or approve programs and faculty resident director appointments.

The Council on Study Abroad functions through a designee, the Director of the UHM Study Abroad Center. The Council recommends policy and advises on proposed Study Abroad academic programs in terms of their feasibility and consistency within established guidelines. The Council is the Curriculum Committee of the UHM Study Abroad Center that reviews and gives final approval to the academic content of the program.

The current academic content of the program has been established and the Study Abroad Center (SAC) has agreements with various institutions for international programs for UHM students (see attached). As mentioned above, the SAC programs require an appointment of an on-site Faculty Resident Director at their international institution locations. Appointment periods range from two to three months depending on the program. The Faculty Resident Director will conduct research, teach courses at the international institution and provide oversight/care for the UH Manoa students on-site.

Short term housing is required for each of the Faculty Resident Director's that accompany students to the study abroad locations. Procurement by standard competitive means is not practicable or advantageous due to the difficulty of researching and securing housing near the international program campuses from Hawaii. As an alternative, the partner international institutions will secure housing for each of the Faculty Resident Director's at each international location.

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

The lodging secured by the international institution shall not exceed the current maximum Federal Allowable Rate for per diem for Outside the Continental United States (OCONUS). The Federal Allowable Rates for OCONUS are managed and updated by the Department of Defense, Defense Travel Management Office. The International Institution will secure the lodging on behalf of the faculty resident director and provide an invoice to the Study Abroad Center for reimbursement.

- (3) A description of The Department's internal controls and approval requirements for the exempt procurement.

The housing invoice is submitted to the Study Abroad Center by the international institution. It is reviewed by the Director. After initial review it is sent to the Fiscal Specialist to process for payment. The Fiscal Specialist reviews the dates of the lodging and calculates the Federal Allowable Rate (FAR) comparison amount to ensure that the daily rate being charged by the international institution during the program does not exceed the FAR. The calculation is attached to

the payment processing documents as support. The Fiscal Administrator does the final review of the invoice and FAR calculations and approves it for Disbursing review and payment.