

**UNIVERSITY OF HAWAI'I
NOTICE OF EXEMPTION CHAPTER 103D, HRS**

The Chief Procurement Officer, University of Hawai'i, 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 cost for the period Spring 2025-Summer 2025

Vendor/Contractor: Various (see attached list)
(If known)
Address:

Term of Contract: (If known)	From: Spring 2025	To: Summer 2025	Cost: \$50,000.00 (estimated)
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Direct any inquiries to: Department: Study Abroad Center, University of Hawaii at Manoa Contact Name/Title: Jenine Isawa, Fiscal Specialist, Office of the Provost Address: 2500 Campus Road, Hawaii Hall 209F Honolulu, Hawaii 96822	Phone Number: (808) 956-0257 Fax Number: (808) 956-7115
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Date Posted: December 20, 2024

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

UNIVERSITY OF HAWAI'I
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

To: Kalbert K. Young **Date:** 11/12/2024
Chief Procurement Officer, University of Hawai'i

Via: Office of Procurement Management

From: Study Abroad Center
(Campus & Department/Program)

Vendor/Contractor: See Attached.

Estimated Amount: \$ 50,000

Term of Contract, if applicable: _____

Pursuant to University Administrative Procedure 8.220, and consistent with Hawaii Revised Statutes §103D-102(b)(4) and Hawaii Administrative Rules Chapter 3-120, the department requests a procurement exemption to purchase the following (attach additional sheets if necessary):

1. Description of the goods or services:

Study Abroad Center Resident Director lodging costs for Spring 2025 - Summer 2025 semesters for the following Study Abroad Programs:

See Attached.

2. Explain in detail, why it is not practicable or not advantageous for the University to procure by standard competitive means when multiple sources are available, or by other standard methods of source selection:

See Attached.

3. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor:

See Attached.

4. Provide a description of the department's internal controls and approval requirements for the exempt procurement:

See Attached.

5. Provide 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

6. Direct questions to: Jenine Isawa

Email Address: 956-0257

Certification: I certify that the information provided herein is true and correct to the best of my knowledge.

Sarita Rai

Full Name of Principal Investigator, Department Head, or Administrator

Sarita Rai

Signature

11-13-24

Date

Jenine Isawa

Full Name of Fiscal Administrator

Jenine Isawa

Signature

Digitally signed by Jenine Isawa
DN: cn=Jenine Isawa
ou=University of Hawaii/Manoa,
ou=Office of the Provost,
email=isawa@hawaii.edu, c=US
Date: 2024.11.13.08:30:30 -10:00

Date

APPROVED:

Debra Ishii for
Alexandra French, UHM Chief Business Officer (delegated authority)

Full Name of Vice President or Chancellor

Debra A. French

Signature

Digitally signed by Debra
Ishii
Date: 2024.11.25 14:07:00
-10'00'

Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED

[Signature]

CHIEF PROCUREMENT OFFICER, UNIVERSITY OF HAWAII

Jan. 16, 2025

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
Yongjin University, South Korea

- (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.