

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 University of Hawaii at Manoa School of Nursing & Dental Hygiene (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 Summer 2025 through Spring 2026 to provide individualized clinical training experiences for graduate students in the University of Hawaii at Manoa Doctor of Nursing Practice nurse practitioner program.

Vendor/Contractor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: Summer 2025	To: Spring 2026	Cost: \$1,000.00 per credit \$2,000 - \$30,000 per Agreement
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Direct any inquiries to: Department: School of Nursing and Dental Hygiene Contact Name/Title: Sushane Perry, Program Specialist Address: 2528 McCarthy Mall, Webster Hall 402 Honolulu, Hawaii 96822	Phone Number: 808-956-8522 Fax Number: 808-956-3257
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Date Posted: June 9, 2025

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 HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

To: Kalbert Young **Date:** 4/24/2025
Chief Procurement Officer, University of Hawai'i

Via: Office of Procurement Management

From: University of Hawaii at Manoa School of Nursing & Dental Hygiene
(Campus & Department/Program)

Vendor/Contractor: Multiple Qualified Healthcare Providers (approximately 5 to 10 providers)

Estimated Amount: \$2,000 - \$30,000 per contract, Rate: \$1,000 per credit (45 hrs of training)

Term of Contract, if applicable: per semester or academic year, as appropriate

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:

Multiple agreements with qualified healthcare providers (HCP) in the State of Hawaii for Summer 2025 through Spring 2026 to provide individualized clinical training experiences for graduate students in the UH Manoa Doctor of Nursing Practice (DNP) nurse practitioner program. The HCP will provide nurse practitioners and/or physicians available to complete University nursing clinical preceptor training, precept students, and with UH nursing faculty, review and evaluate student practice, as outlined by the course objectives, a minimum of twice during the semester (45 hours of training per 1 credit that each student enrolls).

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:

Agreements w/ HCP require: 1) Access to a setting with the breadth and depth of case mix appropriate to the student's population and clinical focus areas; 2) Direct clinical experiences that will allow students to practice hands-on clinical skills and develop new clinical proficiency, including performing an appropriate history, physical examination, and diagnostic procedures for clients' complaints; demonstrating evidence-based clinical reasoning, and formulate and implement an appropriate and culturally sensitive plan of care for patients; 3) Participation in inter-professional team activity; 4) Ability to practice to the full scope of their APRN education in compliance with organizational policy and the Hawaii Nurse Practice Act; 5) Access to and utilization of electronic health records; and 6) Opportunity to participate in unit and/or organizational level quality improvement activity specific to the student clinical specialty area. Variety of clinical rotations and patient populations with an accredited/certified HCP is necessary for graduation, licensure, and certification, which limits the HCP type eligible for consideration.

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

The Director for Clinical Placement in collaboration with the Program Director for the Doctor of Nursing Practice Program will contact healthcare providers that meet the requirements as a training site, including an adequate staffing of nurse practitioners and/or physicians 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 individualized clinical training experience. We expect to issue contracts to multiple healthcare providers (approximately 5 to 10) to meet our clinical training needs. A standard rate of remuneration per credit (and associated number of hours of training required) per student student placed within each healthcare provider will be applied to all agreements issued under this proposed exemption.

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

The Director for Clinical Placement and Dean of the School of Nursing and Dental Hygiene 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.

5. Provide 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
 Courtnee Nunokawa, Director, DNP Program
 Christopher Kanehiro, Administrative Officer

6. Direct questions to: Sushane Perry Email Address: sushane@hawaii.edu

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

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

Clementina D. Ceria-Ulep Digitally signed by Clementina D. Ceria-Ulep
Date: 2025.04.24 17:38:38 -10'00' 04/24/25
 Signature Date

Christopher K. Kanehiro
 Full Name of Fiscal Administrator

Christopher Kanehiro Digitally signed by Christopher Kanehiro
DN: cn=Christopher Kanehiro, o=University of Hawaii at Hono, ou=School of Nursing and Dental Hygiene, email=c.kanehiro@hawaii.edu, c=US
Date: 2025.04.29 11:45:05 -10'00' 04/29/25
 Signature Date

APPROVED:

Alexandra S. French
 Full Name of Vice President or Chancellor

Alexandra French Digitally signed by Alexandra French
Date: 2025.05.08 16:55:19 -10'00' _____
 Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED

Sarah Allen Digitally signed by Sarah Allen
Date: 2025.06.18 11:07:22
-10'00'

06/18/25

CHIEF PROCUREMENT OFFICER, UNIVERSITY OF HAWAII

DATE

