

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT MANAGEMENT

FROM: Farrah-Marie Gomes, Vice Chancellor for Student Affairs

(Department/Program)

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

Description of goods, services, or construction:

Food items such as dry/frozen goods and fresh produce to provide weekly meal bags for UHH students in the Fall 2021 and Spring 2022 semesters.

We plan to have approximately 200 meal bags made and distributed each week, with approximately 7-10 items in each bag.

Estimated Cost: \$ 45,000

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

With very few vendors on this island who can provide the various types and quantity of goods for the meal bags, competitive bidding is not practicable and will likely result in no bids. It is possible that the quantity for both the dry/frozen goods and produce could be obtained from one vendor if we were only buying a small quantity, like 50 meal bags as an example. But in the case of a food distribution program for the campus, we will need quantities of a minimum of 200 of each item, which we have found vendors are unable to supply us on a regular basis and at set prices.

The food distribution program is an evolving program, where there are different items placed in the meal bags weekly based on different recipes that go along with the items in the bag for that week.

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

We plan to put out a single Superquote per semester for wholesale items that can be bought in bulk. For items that are not available in bulk, we will review weekly ads that are published in the local newspapers each Tuesday and Sunday. Based on lowest advertised sale prices, Office of the VCSA will issue POs or use pcard each week for the purchase of remaining items needed for the following week's meal bag. In situations where non-advertised items are needed, Office of the VCSA will request a quote from 3 vendors and select the vendor that is able to provide all items in the quantity requested, paying by PO or pcard. By making the weekly purchases based on advertised prices and soliciting quotes from multiple vendors, we believe we could get the best prices and best value for our money, while still obtaining all the items we are needing to make the food distribution program a success for our UHH students.

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

Program staff will create a list of wholesale items usually available in bulk and use Superquote for this part of the process. For the remaining items purchased by PO or pcard, copies of the advertised prices or the written quotes from the vendors will be attached as supporting documentation for the purchase. The VCSA will not approve a PO without the specified documentation. The VCSA will require pre-approval for pcard purchases to ensure that all necessary documentation is in place before a purchase is made.

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

Chelsey Grant, fiscal specialist, will be the main point of contact for this process and contract. Farrah-Marie Gomes, Vice Chancellor for Student Affairs, will sign off in approval from the department.

Direct questions to: Chelsey Grant Phone: 808-932-7648

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

Farrah-Marie Gomes
Full Name of Principal Investigator, Department Head, or Administrator

Farrah-Marie K Gomes Digitally signed by Farrah-Marie K Gomes
Date: 2021.09.13 11:12:36 -10'00'
Signature Date

Keri Ann Tomita
Full Name of Fiscal Administrator

Keri Ann Tomita Digitally signed by Keri Ann Tomita
Date: 2021.09.16 12:26:23 -10'00'
Signature Date

APPROVED:

Bonnie D. Irwin
Full Name of Vice President or Chancellor

Bonnie D. Irwin Digitally signed by Bonnie D. Irwin
Date: 2021.09.16 13:29:36 -07'00'
Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED

David Lassner Digitally signed by David Lassner
Date: 2021.10.22 17:27:12 -10'00'

PRESIDENT, UNIVERSITY OF HAWAII

DATE