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

The President, University of Hawai'i, is in the process of reviewing the request from (Department/Campus) Office of the Vice Chancellor for Academic Affairs for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Moving services for the University of Hawaii at Manoa Vice Chancellor for Academic Affairs appointee, Dr. Reed Dasenbrock from Albuquerque, New Mexico.

Vendor:
(If known)
Address:

Term of Contract:
(If known)
From: 
To: 
Cost: $26,364 (est.)

Direct any inquiries to:
Department: Office of the Vice Chancellor for Academic Affairs
Contact Name/Title: Kat Tagaca, Administrative Officer
Address: 2500 Campus Road, Hawaii Hall 102
Honolulu, HI 96822

Phone Number: 808-956-6391
Fax Number: 808-956-5079

Date Posted: May 6, 2009

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 and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu, Hawai'i 96822
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: Office of the Vice Chancellor for Academic Affairs

(Please provide Department/Program)

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

Description of goods, services, or construction:

Procurement of moving services for the University of Hawaii at Manoa Vice Chancellor for Academic Affairs appointee, Dr. Reed Dasenbrock, to ship household items and one personal automobile from Albuquerque, New Mexico to Honolulu, Hawaii. The Board of Regents approved the appointment on March 20, 2009 with a start date of April 6, 2009.

Estimated Cost: $26364

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

The use of the formal invitation for bid process to secure quotations would not be practicable because it would be difficult to secure vendors in the New Mexico area to provide quotes. In addition, due to the short turnaround time it would not be practical to utilize the formal bid process.

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

In the interest of time the appointee obtained three written quotes from potential vendors in New Mexico. The lowest bidder that is able to meet the requirements of the move will be selected.
(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and
The procurement procedures performed by the Appointee allowed for adequate and reasonable competition. Since the award will be made to the lowest responsive and reasonable bidder the department confirms appointee's method of procurement is acceptable.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:
Kat Tagaca – Administrative Officer
Marie Ohta – Director, Office of Finance and Accounting

Direct questions to: Kat Tagaca Phone: 956-6391

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

Gary Ostrander
Full Name of Principal Investigator, Department Head, or Administrator

Kat Tagaca
Full Name of Fiscal Officer

APPROVED:
Virginia Hinshaw
Full Name of Vice President or Chancellor

FOR OPRPM USE ONLY

OPRPM COMMENTS:
Recommend Approval.

APPROVED  DENIED

PRESIDENT, UNIVERSITY OF HAWAII
DATE