UNIVERSITY OF HAWAII
NOTICE OF EXEMPTION FROM STANDARD METHODS OF SOURCE SELECTION

The Vice President for Budget and Finance/Chief Financial Officer, University of Hawaii, is in the process of reviewing the request from UH Hilo Intercollegiate Athletics (Department/Campus) for exemption from Standard Methods of Source Selection for the following goods, services, or construction:
Pacific West Conference negotiated exclusive airline agreement for the University of Hawaii at Hilo Intercollegiate Program for the 2011-2012 season.

**Vendor:** Hawaiian Airlines  
*(If known)*

**Address:** One Market, Spear Tower, Suite 3600  
San Francisco, CA 94105

**Term of Contract:**  
*(If known)*

**From:** --------  
**To:** --------  
**Cost:** $150,000 (est.)

**Direct any inquiries to:**  
Department: UHH, Intercollegiate Program

**Contact Name/Title:** Dexter Irvin, Director of Athletics

**Address:** 200 West Kawili Street  
Hilo, HI 96820

**Phone Number:**  
974-7520

**Fax Number:**

**Date Posted:** September 2, 2011

Submit written objections to this notice to issue an exemption from Standard Methods of Source Selection, within seven (7) calendar days from the date posted to:

Office of Procurement and Real Property Management  
1400 Lower Campus Road, Room 15  
Honolulu, Hawaii 96822
REQUEST FOR EXEMPTION FROM STANDARD METHODS OF SOURCE SELECTION

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawaii at Hilo, Office of Intercollegiate Athletics

(Please provide the full name of the sender, including any title or department)

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

Description of goods, services, or construction:

The University of Hawaii at Hilo Athletic Department wishes to enter into an exclusive airline agreement with Hawaiian Airlines that was negotiated by the Pacific West Conference (PWC) for all scheduled PWC travel. Under the proposed agreement, the University would be able to purchase round trip airfare to the West Coast for $460.00 plus tax, and round trip Interisland airfare for $154.00 plus tax. This agreement is only for the PWC Schedule and all PWC Schools have tentatively agreed to the Hawaiian Airlines proposal. The University of Hawaii at Hilo would be required to make a deposit with Hawaiian Airlines. The proposed duration of the agreement would be for the Pacific West Conference schedule for 2011-2012.

Estimated Cost: $150,000.00 deposit of 50% of total cost, deposit will be applied towards the actual cost

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

It is impractical to utilize the standard procurement procedures for the purpose of soliciting proposals from the Airline Companies for Mainland and Interisland travel for the University's athletic teams. Airlines do not adhere to a common set of requirements and criteria typical of advertised procurement solicitations for purposes of formulating their proposals for each particular collegiate sports team travel schedule. It is more advantageous for the Pacific West Conference to solicit such proposals by approaching the Airlines for the entire conference rather than have each school attempt to do their own proposal.

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

Airlines were solicited for proposals to provide West Coast Airfares and Interisland Airfares for the Pacific West Conference. Proposals were received from Hawaiian Airlines, and Continental/United Airlines (United Airlines operates both United Airlines and Continental Airlines and submitted a proposal under Continental Airlines). (See attached).

Continental/United Airlines provided airfares that fluctuated based on dates of travel and destinations. Hawaiian Airlines provided the same price without any restrictions.

The Hawaiian Airlines proposal through the PWC is considered the most advantageous because the savings to our Athletic Department is estimated to be about $40,000.00 due to the elimination of cost to travel to Oahu for all of our West Coast travel.
(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and

Purchase requisitions will be created by the UH-Hilo Athletic Department Business Manager, adhering to rules and regulations in the UH Systemwide Administrative Procedures Manual, Section AB.200 Procurement; then routed for initial and/or signature approval by the Athletic Director and finally to the UH-Hilo Fiscal Officer for processing into a purchase order.

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

UH-HILO Fiscal Officer Marie Honda or Mason Kuo
UH-HILO Director of Intercollegiate Athletics Dexter Irvin
UH-HILO Office of Intercollegiate Athletics Business Manager Glen Kagamida

Direct questions to: Dexter Irvin Phone: 974-7621

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

Dexter Irvin Director of Athletics
Full Name of Principal Investigator, Department Head, or Administrator

Maria N. Honda
Full Name of Fiscal Officer

APPROVED:
Donald O. Straney
Full Name of Vice President or Chancellor

FOR OPRPM USE ONLY

OPRPM COMMENTS:
Recommend approval.

☑ APPROVED   _____ DENIED

Kessel A. Akana 9/13/11
Vice President for Budget & Finance/Chief Financial Officer, University of Hawaii DATE
Strategic Alliance Proposal
To Pacific West Conference
2011-2012 Athletic Schedules

Prepared for:
Pacific West Conference
Bob Hogue
Commissioner
PO Box 23124
Honolulu, HI 96823
Phone: 808-285-5537
Fax: 808-922-4225
Email: commissionerhogue@thepacwest.com

Submitted by:
Hawaiian Airlines, Inc.
Leimomi Hall
Sr. Sales Executive, Mainland
One Market, Spear Tower, Suite 3600
San Francisco, CA 94105
Phone: 415-293-8107
Fax: 415-293-8106
Email: hall@hawaiianair.com

www.HawaiianAir.com

Revision 2
July 29, 2011

-strictly confidential & proprietary-
• Name changes will be permitted up to 48 hours prior to travel provided that the group count does not fall below guaranteed minimum seat count.
• Once travel begins, normal change rules apply (e.g. fare differential)
  ○ Allow up to 2 seats max per group for date change offering the following
    ▪ Same class of service = penalty fee of $150
    ▪ If same class of service is not available = standard change fees/add collect apply
• Baggage
  ○ Pre-paid Bags
    ▪ For continental U.S. – Hawaii itineraries: For tickets issued on/after January 17, 2011: Checked baggage fees will be $25 for first checked bag and $25 for a second checked bag. ($35 for normal bag fees)
    ▪ For interisland itineraries: The first checked bag fee will be $10. There is a $17 fee each way for a second checked bag.
  ○ At check-in
    ▪ Normal bag fee rules apply
    For continental U.S. – Hawaii itineraries: For tickets issued on/after January 17, 2011: Checked baggage fees will be $25 for first checked bag and $35 for a second checked bag.
    For interisland itineraries: The first checked bag fee will be $10. There is a $17 fee each way for a second checked bag.
• Minimum Group size
  ○ For Golf, Tennis and Cross Country teams only, minimum group size is 5
  ○ For all other sports minimum group size is 15
• Deviations
  ○ Will allow up to 4 seats maximum per group for minor deviations during the group block dates. Passengers must at least travel one-way with the group.
• Group must be ticketed 14 days before departure
• Requires all bookings and ticketing to be processed directly with Hawaiian Airlines
• No-name seat assignment blocks held once group blocks are confirmed.

Next steps & Mahalo!

• This proposal requires commitment from the Conference and its ten member schools.
• This proposal requires ALL the business listed in the group block spreadsheet attached.

Submitted by Leimomi Hall, Hawaiian Airlines, Inc; (415) 293-8107
<table>
<thead>
<tr>
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| NDNU | 15-Sep-11  | SFO    | ITO    |        | 16
| NDNU | 25-Sep-11  | HNL    | SFO    |        | 16
| CMNDE | 26-Sep-11 | HNL    | SFO    |        | 42
| CMNDE | 2-Oct-11   | SFO    | HNL    |        | 42
| HPU  | 15-Sep-11   | HNL    | SFO    |        | 42
| HPU  | 21-Sep-11   | SFO    | HNL    |        | 42
| BYUH | 24-Oct-11   | HNL    | SFO    |        | 42
| BYUH | 29-Oct-11   | SFO    | HNL    |        | 42
| UHHILO | 1-Nov-11  | ITO    | SFO    |        | 42
| UHHILO | 7-Nov-11   | SFO    | ITO    |        | 42
| GCU  | 23-Sep-11   | PHX    | ITO    |        | 42
| GCU  | 2-Oct-11    | ITO    | PHX    |        | 42
| DIXIE | 14-Oct-11 | LAS    | ITO    |        | 42
| DIXIE | 23-Oct-11  | HNL    | LAS    |        | 42
| CBU  | 14-Oct-11   | LAX    | HNL    |        | 42
| CBU  | 23-Oct-11   | ITO    | LAX    |        | 42
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| HPU  | 27-Oct-11   | HNL    | PHX    |        | 14
| HPU  | 3-Oct-11    | PHX    | HNL    |        | 14
| BYUH | 27-Oct-11   | HNL    | PHX    |        | 14
| BYUH | 30-Oct-11   | PHX    | HNL    |        | 14
| UHHILO | 27-Oct-11 | ITO    | PHX    |        | 14
| UHHILO | 30-Oct-11  | PHX    | ITO    |        | 14
| CHMDE | 17-Apr-12  | HNL    | SFO    |        | 8
| CHMDE | 22-Apr-12  | SFO    | HNL    |        | 8
| HPU  | 10-Apr-12   | HNL    | SFO    |        | 8
| HPU  | 15-Apr-12   | SFO    | HNL    |        | 8
| BYUH | 10-Apr-12   | HNL    | SFO    |        | 8
| BYUH | 15-Apr-12   | SFO    | HNL    |        | 8
| UHHILO | 10-Apr-12 | ITO    | SFO    |        | 8
| UHHILO | 15-Apr-12  | SFO    | ITO    |        | 8
| BYU/HPU/ | 22-Apr-12 | HNL    | ITO    |        | 24
Strategic Alliance Proposal
To Pacific West Conference
2011-2012 Athletic Schedules

Prepared for:
Pacific West Conference
Bob Hogue
Commissioner
PO Box 23124
Honolulu, HI 96823
Phone: 808-285-5537
Fax: 808-922-4225
Email: commissionerhogue@thepacwest.com

Submitted by:
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Leimomi Hall
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San Francisco, CA 94105
Phone: 415-293-8107
Fax: 415-293-8106
Email: hall@hawaiianair.com

www.HawaiianAir.com

Revision 1
July 21, 2011

-Strictly Confidential & Proprietary-
# Group Travel Terms and Conditions Agreement

**Attention:** BOB HOGUE X1498777  
PACIFIC WEST CONFERENCE  
1777 ALA MOANA BLVD., SUITE 223  
HONOLULU, HI 96815

**Confirmation Number:** AFTJTB

**Group Name:** UHH BASEBALL

**Deposit Due Date:** Friday, 15 July, 2011  
**Names Due/Must Ticket By:** Friday, 23 March, 2012

**Deposit Per Person:** 100.00USD  
**Deposit Total (35):** 3500.00USD

**Last Day to Cancel/Reduce Without Charge:** Monday, 23 January, 2012  
**Utilization Requirement:** 80 percent held on Monday, 23 January, 2012  
**Non-Utilization Charge Per Person:** 100.00USD

## Terms and Conditions for Group Travel

- Call in your credit card information or check by the deposit due date to avoid cancellation - see deposit instructions
- If any payment in U.S. territory to Continental for the purchase of air transportation is made with more than $10,000 in U.S. and/or foreign currency, the payment is a cash transaction reportable to the U.S. Internal Revenue Service (IRS) and customers must provide certain required information to Continental to complete IRS Form 8300. A cash transaction also includes a payment totaling more than $10,000 made through any combination of U.S. and/or foreign currency, a cashier's check, a bank draft (not including personal or business checks), a money order and/or a traveler's check in amounts of $10,000 or less.
- Electronic deposits will be issued a receipt
- Deposits will be refunded for seat cancellations made prior to the “last day to cancel/reduce” without charge
- Deposits will be retained to cover the non-utilization penalties
- If your group reduces below the group requirement of 10 this fare offer will no longer apply
- Reducing your group to 10 will result in a 100% utilization requirement
- Taxes and surcharges are estimated and may fluctuate prior to ticketing
- Continental Airlines reserves the right to change equipment or schedules without notice
- Continental Airlines will not be liable for delays or cancellations due to weather or any other cause beyond the airlines' control
- All transportation is subject to Continental Airlines Contract of Carriage and applicable tariffs
- Electronic tickets will be issued when payment in full has been received
- Contact the Group Department at least 30 days prior to departure to finalize ticketing

By making a reservation or accepting transportation on Continental, you agree to all the terms and conditions of the Contract of Carriage, viewable at [www.continental.com](http://www.continental.com) or upon request at any airport serviced by Continental.

**AFTJTB**

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<td>HILO, HAWAII</td>
<td>7:40PM</td>
<td>737-800</td>
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Guaranteed Base Fare: 775.00  
Taxes/Surcharges: 53.55  
Estimated Per Person Total: 828.55

Current international taxes, federal excise tax, passenger facility charges, surcharges, or any other fees indicated
are not guaranteed and are subject to change. Contact Continental Airlines GroupWorks department when you are ready to ticket. Group fares are non-refundable once ticketed. Changes after ticketing will result in $150.00 Domestic or $250.00 International per person service fee plus additional charges may apply. Changes to the current itinerary must be made by the date of departure or the remaining ticket will have NO VALUE.

REVIEW CAREFULLY AS RECEIPT OF YOUR DEPOSIT OR FULL PAYMENT FOR ETICKETS REPRESENTS ACCEPTANCE OF THE ABOVE TERMS AND CONDITIONS

Thank You for Choosing Continental Airlines
Group Travel Terms and Conditions Agreement

Attention: BOB HOGUE X1498777
PACIFIC WEST CONFERENCE
1777 ALA MOANA BLVD., SUITE 223
HONOLULU, HI 96815

Confirmation Number: ACR4W2

Group Name: UHH BASKETBALL I

Deposit Due Date: Friday, 15 July, 2011
Deposit Per Person: 100.00USD

Deposit Total (34): 3400.00USD

Names Due/Must Ticket By: Monday, 19 December, 2011

Last Day to Cancel/Reduce Without Charge: Thursday, 20 October, 2011
Utilization Requirement: 80 percent held on Thursday, 20 October, 2011
Non-Utilization Charge Per Person: 100.00USD

Terms and Conditions for Group Travel

Call in your credit card information or check by the deposit due date to avoid cancellation - see deposit instructions
If any payment in U.S. territory to Continental for the purchase of air transportation is made with more than $10,000 in U.S. and/or foreign currency, the payment is a cash transaction reportable to the U.S. Internal Revenue Service (IRS) and customers must provide certain required information to Continental to complete IRS Form 8300. A cash transaction also includes a payment totaling more than $10,000 made through any combination of U.S. and/or foreign currency, a cashier's check, a bank draft (not including personal or business checks), a money order and/or a traveler's check in amounts of $10,000 or less.
Electronic deposits will be issued a receipt
Deposits will be refunded for seat cancellations made prior to the "last day to cancel/reduce" without charge
Deposits will be retained to cover the non-utilization penalties
If your group reduces below the group requirement of 10 this fare offer will no longer apply
Reducing your group to 10 will result in a 100% utilization requirement
Taxes and surcharges are estimated and may fluctuate prior to ticketing
Continental Airlines reserves the right to change equipment or schedules without notice
Continental Airlines will not be liable for delays or cancellations due to weather or any other cause beyond the airlines' control
All transportation is subject to Continental Airlines Contract of Carriage and applicable tariffs
Electronic tickets will be issued when payment in full has been received
Contact the Group Department at least 30 days prior to departure to finalize ticketing

By making a reservation or accepting transportation on Continental, you agree to all the terms and conditions of the Contract of Carriage, viewable at www.continental.com or upon request at any airport serviced by Continental.

ACR4W2

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Guaranteed Base Fare: 582.00 Taxes/Surcharges: 53.50 Estimated Per Person Total: 635.50

Current international taxes, federal excise tax, passenger facility charges, surcharges, or any other fees indicated
Continental Airlines
GroupsWorks Accounting
1-800-243-4366
1-713-324-2393 FAX

are not guaranteed and are subject to change. Contact Continental Airlines GroupWorks department when you are ready
to ticket. Group fares are non-refundable once ticketed. Changes after ticketing will result in $150.00 Domestic or
$250.00 International per person service fee plus additional charges may apply. Changes to the current itinerary must
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REVIEW CAREFULLY AS RECEIPT OF YOUR DEPOSIT OR FULL PAYMENT FOR ETICKETS REPRESENTS
ACCEPTANCE OF THE ABOVE TERMS AND CONDITIONS

Thank You for Choosing Continental Airlines
Group Travel Terms and Conditions Agreement

Attention: BOB HOGUE X1498777  
Confirmation Number: D7VMZJ  
PACIFIC WEST CONFERENCE  
1777 ALA MOANA BLVD., SUITE 223  
HONOLULU, HI 96815

Group Name: UHH MENS AND WOMENS SOCCER

Deposit Due Date: Friday, 15 July, 2011  
Deposit Per Person: 100.00USD  
Names Due/Must Ticket By: Friday, 30 September, 2011  
Deposit Total (42): 4200.00USD  
Last Day to Cancel/Reduce Without Charge: Wednesday, 03 August, 2011  
Utilization Requirement: 80 percent held on Wednesday, 03 August, 2011  
Non-Utilization Charge Per Person: 100.00USD

Terms and Conditions for Group Travel

➢ Call in your credit card information or check by the deposit due date to avoid cancellation - see deposit instructions
➢ If any payment in U.S. territory to Continental for the purchase of air transportation is made with more than $10,000 in U.S. and/or foreign currency, the payment is a cash transaction reportable to the U.S. Internal Revenue Service (IRS) and customers must provide certain required information to Continental to complete IRS Form 8300. A cash transaction also includes a payment totaling more than $10,000 made through any combination of U.S. and/or foreign currency, a cashier's check, a bank draft (not including personal or business checks), a money order and/or a traveler's check in amounts of $10,000 or less.
➢ Electronic deposits will be issued a receipt
➢ Deposits will be refunded for seat cancellations made prior to the "last day to cancel/reduce" without charge
➢ Deposits will be retained to cover the non-utilization penalties
➢ If your group reduces below the group requirement of 10 this fare offer will no longer apply
➢ Reducing your group to 10 will result in a 100% utilization requirement
➢ Taxes and surcharges are estimated and may fluctuate prior to ticketing
➢ Continental Airlines reserves the right to change equipment or schedules without notice
➢ Continental Airlines will not be liable for delays or cancellations due to weather or any other cause beyond the airlines' control
➢ All transportation is subject to Continental Airlines Contract of Carriage and applicable tariffs
➢ Electronic tickets will be issued when payment in full has been received
➢ Contact the Group Department at least 30 days prior to departure to finalize ticketing

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D7VMZJ

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Guaranteed Base Fare: 438.00  
Taxes/Surcharges: 53.45  
Estimated Per Person Total: 491.45

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REVIEW CAREFULLY AS RECEIPT OF YOUR DEPOSIT OR FULL PAYMENT FOR ETICKETS REPRESENTS ACCEPTANCE OF THE ABOVE TERMS AND CONDITIONS

Thank You for Choosing Continental Airlines
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Attention: BOB HOGUE X1498777
PACIFIC WEST CONFERENCE
1777 ALA MOANA BLVD., SUITE 223
HONOLULU, HI 96815

Confirmation Number: DJ0NPC

Group Name: UHH WOMENS VOLLEYBALL

Deposit Due Date: Friday, 15 July, 2011
Deposit Per Person: 100.00USD

Names Due/Must Ticket By: Tuesday, 23 August, 2011
Deposit Total (16): 1600.00USD

Utilization Requirement: 80 percent held on Monday, 25 July, 2011
Non-Utilization Charge Per Person: 100.00USD

Terms and Conditions for Group Travel

- Call in your credit card information or check by the deposit due date to avoid cancellation - see deposit instructions
- If any payment in U.S. territory to Continental for the purchase of air transportation is made with more than $10,000 in U.S. and/or foreign currency, the payment is a cash transaction reportable to the U.S. Internal Revenue Service (IRS) and customers must provide certain required information to Continental to complete IRS Form 8300. A cash transaction also includes a payment totaling more than $10,000 made through any combination of U.S. and/or foreign currency, a cashier's check, a bank draft (not including personal or business checks), a money order and/or a traveler's check in amounts of $10,000 or less.
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- Deposits will be refunded for seat cancellations made prior to the "last day to cancel/reduce" without charge
- Deposits will be retained to cover the non-utilization penalties
- If your group reduces below the group requirement of 10 this fare offer will no longer apply
- Reducing your group to 10 will result in a 100% utilization requirement
- Taxes and surcharges are estimated and may fluctuate prior to ticketing
- Continental Airlines reserves the right to change equipment or schedules without notice
- Continental Airlines will not be liable for delays or cancellations due to weather or any other cause beyond the airlines' control
- All transportation is subject to Continental Airlines Contract of Carriage and applicable tariffs
- Electronic tickets will be issued when payment in full has been received
- Contact the Group Department at least 30 days prior to departure to finalize ticketing

By making a reservation or accepting transportation on Continental, you agree to all the terms and conditions of the Contract of Carriage, viewable at www.continental.com or upon request at any airport serviced by Continental.

DJ0NPC

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Guaranteed Base Fare: 438.00  
Taxes/Surcharges: 53.45  
Estimated Per Person Total: 491.45

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1777 ALA MOANA BLVD., SUITE 223
HONOLULU, HI 96815

Confirmation Number: AC9NNF

Group Name: UHH BASKETBALL II

Deposit Due Date: Friday, 15 July, 2011
Deposit Per Person: 100.00USD

Names Due/Must Ticket By: Friday, 20 January, 2012
Deposit Total (34): 3400.00USD

Last Day to Cancel/Reduce Without Charge: Tuesday, 22 November, 2011
Utilization Requirement: 90 percent held on Tuesday, 22 November, 2011
Non-Utilization Charge Per Person: 100.00USD

Terms and Conditions for Group Travel

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By making a reservation or accepting transportation on Continental, you agree to all the terms and conditions of the Contract of Carriage, viewable at www.continental.com or upon request at any airport serviced by Continental.

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Guaranteed Base Fare: 675.00  Taxes/Surcharges: 53.50  Estimated Per Person Total: 728.50

Current international taxes, federal excise tax, passenger facility charges, surcharges, or any other fees indicated

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Attention: BOB HOGUE X1498777
PACIFIC WEST CONFERENCE
1777 ALA MOANA BLVD., SUITE 223
HONOLULU, HI 96815

Confirmation Number: D70RZ7

Group Name: UHH MENS AND WOMENS CROSS COUNTRY

Deposit Due Date: Friday, 15 July, 2011
Deposit Per Person: 100.00USD
Deposit Total (24): 2400.00USD

Names Due/Must Ticket By: Tuesday, 27 September, 2011
Last Day to Cancel/Reduce Without Charge: Friday, 29 July, 2011
Utilization Requirement: 80 percent held on Friday, 29 July, 2011
Non-Utilization Charge Per Person: 100.00USD

Terms and Conditions for Group Travel

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By making a reservation or accepting transportation on Continental, you agree to all the terms and conditions of the Contract of Carriage, viewable at www.continental.com or upon request at any airport serviced by Continental.

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Guaranteed Base Fare: 460.00  Taxes/Surcharges: 53.45  Estimated Per Person Total: 513.45

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Estimated Per Person Total: 513.45

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Attention: BOB HOGUE X1498777
PACIFIC WEST CONFERENCE
1777 ALA MOANA BLVD., SUITE 223
HONOLULU, HI 96815

Confirmation Number: AE40XG

Group Name: UHH SOFTBALL

Deposit Due Date: Friday, 15 July, 2011
Deposit Per Person: 100.00USD

Names Due/Must Ticket By: Monday, 20 February, 2012
Deposit Total (22): 2200.00USD

Last Day to Cancel/Reduce Without Charge: Wednesday, 21 December, 2011
Utilization Requirement: 80 percent held on Wednesday, 21 December, 2011
Non-Utilization Charge Per Person: 100.00USD

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Guaranteed Base Fare: 707.00
Taxes/Surcharges: 53.50
Estimated Per Person Total: 760.50

Current international taxes, federal excise tax, passenger facility charges, surcharges, or any other fees indicated

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