REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: (Department/Program)

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

Description of goods, services, or construction:

Estimated Cost: $ ______________________

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

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

(Attach Additional Sheets if Necessary)
(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and

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

Direct questions to: _____________________________ Phone: _____________________________

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

Full Name of Principal Investigator, Department Head, or Administrator _____________________________ Signature _____________________________ Date _____________________________

Full Name of Fiscal Officer _____________________________ Signature _____________________________ Date _____________________________

FOR OPRPM USE ONLY

OPRPM COMMENTS:

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This exemption should be considered for inclusion of the listing of exempt procurements provided in APM A8.220: Yes _____ No _____.

_____ APPROVED _____ DENIED

PRESIDENT, UNIVERSITY OF HAWAI'I _____________________________ DATE ___________________________