

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
University of Hawaii at Hilo Athletic Department _____ (Department/Campus) for exemption
from Standard Methods of Source Selection for the following goods, services, or construction:

Hotel accommodations for participants of the men's and women's University of Hawaii at Hilo Intercollegiate Invitational Golf Tournaments for 2011.

Vendor: TBD
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$37,000.00 (est.)
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Direct any inquiries to: Department: University of Hawaii at Hilo Athletic Department Contact Name/Title: James Demello/Associate Athletic Director Address: 200 West Kawili Street Hilo, Hawaii 96720	Phone Number: (808) 974-7543 Fax Number: (808) 974-7711
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Date Posted: July 21, 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

UH-HILO
BUSINESS OFFICE

REQUEST FOR EXEMPTION FROM STANDARD METHODS OF SOURCE SELECTION

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawaii at Hilo Athletic Department
(Department/Program)

JUL 27 2011
UH-HILO
BUSINESS OFFICE

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

Description of goods, services, or construction:

Hotel accommodations for participants of separate men's and women's UH-Hilo Intercollegiate Invitational Golf Tournaments in late October/early November 2011. UH-Hilo serves as hosts and facilitators. Each team pays their own expenses by way of an entry fee. There will be approximately 28 Division II teams from Hawaii and across the mainland United States: 16 men and 12 women. The tournament sites would be on prestigious, world-class golf courses in west Hawaii Island and the hotel accommodations would provide reasonable, suitable amenities consistent with the golf courses. Each tournament will run for 3 days: A practice round on day 1, then 36 holes on day 2, then 18 holes on day 3.

Estimated Cost: \$ 37,000.00

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

There would be no real advantage to seeking out the lowest prices because the participating teams pay their own lodging expenses anyway by way of the entry fee.

Standard competitive means would not be practicable because procurement based on seeking the lowest prices could result in hotels that do not fulfill the goal of hosting prestigious tournaments.

Standard procurement seeking the lowest price may also result in the hotel being 25 miles away from the golf courses. It would be advantageous and safer to utilize a hotel in reasonable proximity to the chosen golf courses to minimize travel distances. UH-Hilo support staff can service both tournaments more efficiently.

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

The men's and women's Head Golf Coaches will contact golf courses and hotels in west Hawaii Island for price quotes. They will formulate a plan that is most reasonable, economical and meets the criteria for successful, prestigious tournaments.

They will first secure golf courses willing to offer discounted rates and dedicate the necessary number days and rounds of golf to hold these events. They will solicit at least 3 price quotes from prestigious golf courses on Hawaii Island appropriate for NCAA Division II Intercollegiate tournaments. Then, the golf coaches will solicit at least 3 price quotes from hotels in reasonable proximity to the chosen golf courses.

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

The Athletic Director and golf coaches will review the requisition and support documents. The requisition and support documents will be forwarded to the Vice Chancellor for Student Affairs for approval. The Fiscal Officers in the UH-Hilo Business Office will review the requisition, and support documents. ~~If all is in order, the requisition will be processed into a purchase order for the appropriate hotel.~~

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

Dexter Irvin, Athletic Director
James DeMello, Associate Athletic Director and Head Women's Golf Coach
Glen Kagamida, Athletic Dept Business Manager
Marie Honda Director Business Services, UHH

Direct questions to: James Demello Phone: 974-7543

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

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

[Signature]
Signature Date

~~Jeff Dansdill~~ Marie Honda
Full Name of Fiscal Officer

[Signature] 7/1/11
Signature Date

APPROVED:

Dr. Donald Straney
Full Name of Vice President or Chancellor

[Signature] JUL 11 2011
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval

APPROVED DENIED

[Signature] 8/10/11
VICE PRESIDENT FOR BUDGET & FINANCE/CHIEF FINANCIAL OFFICER, UNIVERSITY OF HAWAII DATE