

UNIVERSITY OF HAWAII NOTICE OF EXEMPTION FROM CHAPTER 103D, HRS

The President, University of Hawaii, is in the process of reviewing the request from University of Hawaii at Manoa, Office of Facilities and Grounds _____ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:
Consulting Services to assist the University of Hawaii at Manoa, Office of Facilities and Grounds, in responding to the APPA (Leadership in Educational Facilities) Facilities Management Evaluation Program (FMEP) recommendations and external audit reports.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$75,000-\$95,000 (est.)
--	------------------------	----------------------	-----------------------------------

Direct any inquiries to: Department: University of Hawaii at Manoa, Office of Facilities and Grounds Contact Name/Title: Gale Yamada Administrative Services Manager Address: University of Hawaii at Manoa 2002 East-West Road, Physical Plant Building Honolulu, Hawaii 96822	Phone Number: (808) 956-3616 Fax Number: (808) 956-2165
---	--

Date Posted: April 24, 2014

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, Hawaii 96822

RECEIVED

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS 16 P3:30

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: UHM Office of Facilities and Grounds (OFG)
(Department/Program)

MANOA CHANCELLOR'S
OFFICE

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

Description of goods, services, or construction:
Consulting services to assist the UHM Office of Facilities and Grounds in responding to the APPA (Leadership in Educational Facilities) Facilities Management Evaluation Program (FMEP) recommendations and external and internal audit reports.

Estimated Cost: \$ 75,000 - \$95,000

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

In order to respond to BOR and Legislative concerns regarding the current backlog of deferred maintenance projects, it is imperative to increase OFG efficiency through revised procedures and practices as quickly as possible. The assistance of a consultant is required to recommend steps to implement the recommendations of the 2011 APPA FMEP and external and internal audit reports. At OFG's request, APPA conducted FMEP reviews in 2006 and 2011. Both reviews were conducted by an APPA team comprised of administrators experienced with facilities management at other universities. These FMEP review team members are the best situated of any consultants to assist OFG in implementing both FMEP and audit report recommendations within the time frame required. They have detailed experience and familiarity with our organization and the UHM campus. They are the subject matter experts put together by APPA who provide training to facilities organizations at other institutions of higher education. They know our structure, problems and can best provide assistance with developing our operating procedures, performance metrics, and organizational structure to best serve the UHM campus.

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

Five administrators were involved in the two FMEP reviews. An Invitation to Submit a Proposal to provide consultant services will be sent to the four APPA FMEP team members who were involved in the 2011 FMEP review (three of whom also participated in the 2006 review). A University committee of at least three (3) members experienced with the Facilities Management Evaluation Program process and recommendations will review the proposals and make the final selection. Criteria and evaluation weighting will be clearly stated in the Invitation. Proposals will be evaluated on the quality of the discussion on the Scope of Work, the proposed timeline and schedule, the experience of the consulting member or team, previous clients, and pricing. All dates and proposal requirements will be clearly identified in the Invitation.

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

The Office of Procurement and Real Property Management will assist in reviewing the contract for services with the firm or individual selected by the Committee. Expenditures will be subject to administrative review, approval and processing in conformity with the specifications outlined in the contract and the University expenditure policies and procedures.

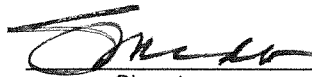
(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:

- Dr. Stephen Meder, Int Asst Vice Chancellor for Physical, Environ, and Long Range Planning
- Mr. Thomas Katsuyoshi, Director, Facilities Management Office
- Mr. Blake Araki, Mechanical Engineer
- Ms. Roxanne Adams, Director, Buildings and Grounds Management
- Ms. Gale Yamada, Administrative Services Manager
- Ms. Deirdre Nakamura, Fiscal Administrator


Direct questions to: Gale Yamada Phone: 956-3616

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

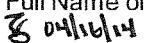
Stephen Meder
Full Name of Principal Investigator, Department Head, or Administrator

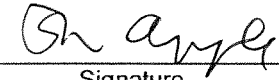
 4.14.14
Signature Date

Deirdre Nakamura
Full Name of Fiscal Officer

 APR 14 2014
Signature Date


APPROVED:

Thomas Apple
Full Name of Vice President or Chancellor


 4/21/14
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

 APPROVED _____ DENIED
PRESIDENT, UNIVERSITY OF HAWAII

MAY 05 2014
DATE