

**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, Department of Public Safety (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:
Consultant services to assist in an independent audit / evaluation of the existing University of Hawaii at Manoa Comprehensive Emergency Management Plan and to develop and deliver executive level emergency management training and tabletop exercises in support of the University of Hawaii at Manoa, Department of Public Safety.

Vendor: To be determined.
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$50,000.00 (est.)
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Direct any inquiries to: Department: University of Hawaii at Manoa, Department of Public Safety Contact Name/Title: Thad Nakajima, Administrative Services Manager Address: Auxiliary Services 1951 East-West Road Honolulu, Hawaii 96822	Phone Number: (808) 956-2998 Fax Number: (808) 956-4450
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Date Posted: September 30, 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, Hawai'i 96822

RECEIVED

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS 14 SEP 24 P 4 :48

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

MANOA CHANCELLOR'S
OFFICE

FROM: University of Hawaii at Manoa - Department of Public Safety
(Department/Program)

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

Description of goods, services, or construction:

See attached.

Estimated Cost: \$ 50,000.00

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

See attached.

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

See attached.

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

See attached.

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

See attached.

Direct questions to: Thad Nakajima Phone: (808) 956-2998

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

Charles Noffsinger
Full Name of Principal Investigator, Department Head, or Administrator

[Signature] 9/19/2014
Signature Date

Thad Nakajima
Full Name of Fiscal Officer

[Signature] 9/19/14
Signature Date

APPROVED:

Robert Bley-Vroman
Full Name of Vice President or Chancellor

[Signature] 9/25/14
Signature Date

[Signature]

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED
[Signature]
PRESIDENT, UNIVERSITY OF HAWAII

OCT 21 2014
DATE

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Attachment)

University of Hawaii at Manoa – Department of Public Safety

Description of goods, services, or construction:

The University of Hawaii at Manoa (UHM) Department of Public Safety (DPS) is seeking consultation services to assist DPS in an independent audit / evaluation of the existing University of Hawaii at Manoa Comprehensive Emergency Management Plan (CEMP) and to develop and deliver executive level emergency management training and tabletop exercises in Support of DPS.

This consultation would include conducting the initial CEMP plan review; completing a gap analysis of the CEMP to industry best practices, applicable Incident Command Protocols, National Incident Management System and Jeanne Clery Act standards; designing and facilitating three table top exercises, with training to support the exercises; and a final written report documenting the entire process. This independent audit / evaluation and training and testing of emergency plans must meet the Federal Clery Act requirements as established by the U.S. Department of Education, and consistent with best practice models recognized by industry specific standards established by the International Association of Emergency Managers (IAEM) specifically for Institutions of Higher Education.

The consultant will assist in developing it standards, goals and operating procedures for improved efficiency and customer service related to policy and process development and implementation.

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

In order to comply with Federal guidelines on the Clery Act, and to meet established standards by the U.S. Department of Education, the U.S. Department of Homeland Security Federal Emergency Management Administration, and to meet Homeland Security Presidential Directive 8 regarding National Preparedness, it is imperative to retain consultant services as soon as possible to conduct an independent audit/evaluation of the University of Hawaii at Manoa Comprehensive Emergency Management Plan (CEMP), its processes and procedures in meeting established practices and standards.

Procurement by standard competitive means involving the preparation and advertising for a formal Request for Proposals will not permit the initiation of this independent audit and evaluation in a sufficiently timely manner to insure compliance with Federal requirements and minimize the risk of possible federal penalties and sanctions.

As a reasonable alternative, it is proposed that an invitation to submit proposals be extended to potential consultants in this area as identified through research and discussions with other universities and colleges.

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

A University committee of at least THREE (3) members experienced with the Emergency Management Program process will review the proposals received and make the final selection. Criteria and evaluation weighting will be clearly stated in the Invitation.

Proposals will be evaluated on the comprehensiveness of the services to be provided, the proposed timeline and schedule for completing the services, the experience of the consultant or team, previous clients, and pricing. All 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 Invitation and 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:

- A) Charles Noffsinger, Chief of the University of Hawaii at Manoa Department of Public Safety;
- B) Jimmy Lagunero, Emergency Management Coordinator, University of Hawaii at Manoa Department of Public Safety; and
- C) Randy Tanaka, Director, University of Hawaii at Manoa Campus Services, Commercial Enterprises