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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)

UH-HILO
BUSINESS OFFICE
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BUSINESS OFFICE

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

Description of goods, services, or construction:

Greens fees for separate men's and women's UH-Hilo Intercollegiate Invitational Golf Tournaments: Greens fees for approximately 28 Division II teams at golf course facilities in late October/early November 2014. There will be 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. 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. UH-Hilo serves as hosts and facilitators.

Estimated Cost: \$ 20,000.00

(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 greens fees anyway by way of the entry fee. Standard procurement means would not be practicable because procurement based on seeking the lowest prices could result in golf courses that do not fulfill the goal of hosting these tournaments at prestigious golf courses. Prestigious golf courses would make these tournaments more attractive to mainland schools. Consideration for the greatest value should be most important.

Standard procurement seeking the lowest prices may also result in golf courses 25 miles apart. It would be advantageous to utilize golf courses in reasonable proximity of each other. Participants of both tournaments can stay in the same hotel and we could use the two tournaments as negotiation tools when seeking lodging quotes.

(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 and approve the requisition and support documents. Then the requisitions will be processed into purchase orders for the appropriate golf course.

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

Timothy Moore, Interim Athletic Director
James DeMello, Head Women's Golf Coach
Glen Kagamida, Athletic Dept Business Manager
Mason Kuo, Director, UH Hilo Business Services Office

Direct questions to: Glen Kagamida Phone: 932-7171

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

Glen Kagamida for Interim Ath. Dir .Tim Moore
Full Name of Principal Investigator, Department Head, or Administrator

J. Mellenfor
Gail Makuakane-Lundin
Interim Vice Chancellor, Student Affairs
University of Hawaii at Hilo
Glen Kagamida 10/6/14
Signature Date

Mason Kuo
Full Name of Fiscal Officer

Mason Kuo 10/7/14
Signature Date

APPROVED:

Dr
Dr. Donald Straney
Full Name of Vice President or Chancellor

Donald Straney 10/8/14
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED
Donald Straney
PRESIDENT, UNIVERSITY OF HAWAII

NOV 7 2014
DATE