

**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 Hilo, Athletics Department (Department/Campus) for exemption
from Chapter 103D, HRS, for the following goods, services, or construction:

Green Fees for participants of the women's UH-Hilo Intercollegiate Invitational Golf Tournament in late October 2016.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$12,000.00
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Direct any inquiries to: Department: University of Hawaii at Hilo, Athletics Department Contact Name/Title: Glen Kagamida, Athletic Department Business Manager Address: 200 West Kawili Street, Hilo, Hawaii 96720	Phone Number: (808) 974-7543 Fax Number: (808) 974-7711
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Date Posted: October 18, 2016

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

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

76 OCT 11 AM 10:2

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

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

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:

Greens fees for participants of the women's UH-Hilo Intercollegiate Invitational Golf Tournament in late October 2016. A maximum of 12 Division II teams from Hawaii and across the United States are expected to participate. The tournament is expected to run for a total of 3 days: Day 1 is the Practice round, Day 2 is 36 holes and Day 3 is 18 holes.

Estimated Cost: \$12,000.00

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

Each participating team will pay for their own greens fee expenses which will be included in the entry fee. Standard procurement means would not be practicable because it could result in a golf course that does not fulfill the goal of hosting this tournament at prestigious golf course. The standard procurement seeking the lowest price may result in a golf course not playable for NCAA Div II standards, with grounds not well maintained, for example. A prestigious golf course would make this tournament more attractive and challenging for the visiting NCAA Div II schools. Consideration for the greatest value should be an important factor.

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

The UH Hilo Women's Head Coach will contact golf courses in West Hawaii for price quotes based on the most reasonable, economical and meets the criteria for a successful, prestigious tournament. The Coach get at least 3 price quotes from that are willing to offer discounted rates, and to dedicate the necessary number of days and rounds of golf to hold this event.

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

Both the Athletic Director and the Golf Coach will review the requisition and supporting documents which will then be forwarded to the Vice Chancellor for Student Affairs and Chancellor for approval. The document will then be sent to the Business Office for final review.

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

Patrick Guillen, Athletic Director; James DeMello, Head Coach, Women's Golf; Glen Kagamida, Athletics Business Manager, Mason Kuo, Fiscal Officer.

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.


Patrick Guillen
Full Name of Principal Investigator, Department Head, or Administrator

 10/11/16
Signature Date

Mason Kuo
Full Name of Fiscal Officer

 10/11/16
Signature Date

APPROVED:

 Dr. Donald Straney
Full Name of Vice President or Chancellor

 10/12/16
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

 10/21/16
PRESIDENT, UNIVERSITY OF HAWAII DATE