

**UNIVERSITY OF HAWAII
NOTICE OF AMENDMENT TO EXEMPTION FROM CHAPTER 103D, HRS**

Purchase Order No. / Contract No. 274895

Name of Contractor: International College of Seville

Description of goods or services:

This purchase is to provide UH Resident Director housing services/lodging from the International College of Seville in Seville, Spain for the Fall 2025 - Summer 2026 semesters.

The scope of work for the purchase is revised as follows:

The original scope of work included lodging with 13 Universities across APAC and Europe from Fall 2024-Summer 2025 (for \$50,000). This has been extended to include Fall 2025-Summer 2026 (for \$20,000) and revised down from 13 schools to one University where it is confirmed UH will need to provide lodging to Resident Director(s).

Original Purchase Price:
\$50,000

Amended Purchase Price:
\$70,000

Direct any inquiries to:

Department: Office of the Provost

Contact Name/Title: Jenine Isawa/Institutional Supp (Fiscal Spec)

Address: 2500 Campus Road Room 209
Honolulu, HI 96822

Phone Number:
8089560257

Fax Number:
8086597115

Date Posted: August 22, 2025

Submit written objections to this notice of intent to amend a procurement exemption purchase within seven (7) calendar days from the date posted to:

Office of Procurement Management
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822
email: OPM@hawaii.edu

UNIVERSITY OF HAWAII
REQUEST FOR AMENDMENT TO EXEMPTION FROM CHAPTER 103D, HRS

To: Kalbert Young **Date:** 8/8/2025
Chief Procurement Officer, University of Hawaii

Via: Office of Procurement Management

From: Manoa, Study Abroad Center
(Campus & Department/Program)

Vendor/Contractor: See Attached.

Contract No./Purchase Order No.: _____

Original Purchase Price: \$ 50,000 **Amended Purchase Price:** \$ ~~50,000~~ \$70,000

Pursuant to University Administrative Procedure AP 8.220, and consistent with HRS §103D-102(b)(4) and HAR Chapter 3-120, the department requests an amendment to a contract or purchase order issued under a previously approved procurement exemption as follows (attach additional sheets if necessary):

1. Description of the goods or services:

Study Abroad Center Resident Director lodging costs for Fall 2025 - Summer 2026 semesters for the following Study Abroad Programs:

See Attached.

2. Explain in detail what is being amended:

The FY25 exemption and FY26 exemption request are very similar and only differ by time period to update for the new Academic Year. The Office of Procurement Management has requested that the previous exemption from FY25 be amended to extend through Summer 2026 for proper record continuity and audit purposes.

3. Explanation in detail the reasons that the amendment is necessary:

The FY25 exemption and FY26 exemption request are very similar and only differ by time period to update for the new Academic Year. The Office of Procurement Management has requested that the previous exemption from FY25 be amended to extend through Summer 2026 for proper record continuity and audit purposes.

4. Direct questions to: Jenine Isawa Email Address: isawa@hawaii.edu

Certification: I certify that the information provided herein is true and correct to the best of my knowledge.

Sarita Rai, SAC Director

Full Name of Principal Investigator, Department Head, or Administrator

Sarita Rai 8-8-25
Signature Date

Jenine Isawa

Full Name of Fiscal Administrator

Jenine Isawa
Signature Date
Digitally signed by Jenine Isawa
DN: cn=Jenine Isawa, o=University of Hawaii Manoa, ou=Office of the Provost, email=isawa@hawaii.edu, c=US
Date: 2025.08.08 13:24:19 -10'00'

APPROVED:

Alexandra French, Chief Business Officer

Full Name of Vice President or Chancellor

Alexandra French
Signature Date
Digitally signed by Alexandra French
Date: 2025.08.12 13:32:04 -10'00'

FOR OPM USE ONLY

OPM COMMENTS:

X APPROVED _____ DENIED

09-03-2025

CHIEF PROCUREMENT OFFICER, UNIVERSITY OF HAWAII

DATE

(1) Description of the Goods or Services:

[REDACTED]
International College of Seville, Seville Spain

