

**UNIVERSITY OF HAWAII
NOTICE OF EXEMPTION FROM STANDARD METHODS OF SOURCE SELECTION**

The Vice President for Budget and Finance/Chief Financial Officer, University of Hawaii, is in the process of reviewing the request from
College of Arts and Humanities, University of Hawaii at Manoa (Department/Campus) for exemption from Standard Methods of Source Selection for the following goods, services, or construction:
Moving services for the University of Hawaii at Manoa, Dean of the College of Arts and Humanities appointee, Dr. Peter Arnade.

Vendor:
(If known)
Address:

Term of Contract: (If known)	From: -----	To: -----	Cost: 34,000.00 (est.)
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Direct any inquiries to: Department: College of Arts and Humanities Contact Name/Title: Kat Tagaca, Fiscal Officer Address: 2500 Campus Road Hawaii Hall 209 Honolulu, HI 96822	Phone Number: 956-4048 Fax Number: 956-5079
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Date Posted: May 29, 2012

Submit written objections to this notice to issue an exemption from Standard Methods of Source Selection, 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 STANDARD METHODS OF SOURCE SELECTION

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: College of Arts and Humanities

(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:

Procurement of moving services for the University of Hawaii at Manoa, Dean of the College of Arts and Humanities appointee, Dr. Peter Arnade, to ship household items and two automobiles from San Diego, California to Honolulu, Hawaii. The Board of Regents approved the appointment on May 17, 2012 with a start date of June 28, 2012.

Estimated Cost: \$ 34,000.00

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

The use of the formal invitation for bids is not practical because it will be difficult to secure sufficient detailed information from the appointee regarding the items to be moved to develop adequate written specifications in the IFB document. Obtaining quotes based on visual inspection of items to be moved from the mainland by the prospective moving firms would get the most accurate quote. In addition, due to the short turnaround time when the moving services may be required, June 30, 2012, there is insufficient time to complete a formal bidding process and issue a purchase order in time. Their current house was put on the market because of the move to Honolulu. They accepted an offer on it and went into escrow on May 23, 2012.

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

In the interest of time the appointee will obtain three written quotes from reputable potential vendors in San Diego. The lowest bidder that is able to meet the requirements of the move will be selected.

MANOA CHANCELLOR'S
OFFICE

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(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and
The procurement procedures performed by the Appointee allowed for adequate and reasonable competition. since the award will be made to the lowest responsive and reasonable bidder the department confirms appointee's method of procurement is acceptable.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:
Kat Tagaca - Administrative Officer
Hye-ryeon Lee - Associate Dean

Direct questions to: Kat Tagaca Phone: 956-4048

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

for
Reed Dasenbrock, VCAA
Full Name of Principal Investigator, Department Head, or Administrator

Kayah J. Alene 5/25/12
Signature Date

Kat Tagaca
Full Name of Fiscal Officer

[Signature] MAY 25 2012
Signature Date

APPROVED:

Virginia S. Hinshaw
Full Name of Vice President or Chancellor

[Signature] 5/25/12
Signature Date

Hinshaw 5/25/12

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend approval.

APPROVED DENIED

for Linda K. Schmidt 6-5-12
VICE PRESIDENT FOR BUDGET & FINANCE/CHIEF FINANCIAL OFFICER, UNIVERSITY OF HAWAII DATE