

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

Ground transportation for various University of Hawaii at Manoa athletic teams (excluding football) for out-of-state
trips.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$140,000.00(est.)
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Direct any inquiries to: Department: University of Hawaii at Manoa Athletic Department Contact Name/Title: Tiffany Kuraoka, Assistant AD for Business Operations Address: 1337 Lower Campus Road, PE/A 109 Hilo, Hawaii 96822	Phone Number: (808) 956-6505 Fax Number: (808) 956-4637
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Date Posted: November 24, 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, Hawaii 96822

RECEIVED

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS 14 P4 :12

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

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

MANOA UNIVERSITY COLLEGE OFFICE

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

Description of goods, services, or construction:
Ground transportation for various University of Hawaii at Manoa Athletic teams (excluding football) for out-of-state team trips. Transportation is needed to/from airports, hotels, restaurants, practice sessions, and game facilities. Passenger buses are required for up to 25 and 48 passengers.

Estimated Cost: \$ 140,000.00

(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;
The standard competitive methods of procurement are not practicable and advantageous because the bus companies are specific to the various cities in the continental U.S. where a particular athletic contest is being held. Flexibility in obtaining bus services is required in the event of last minute changes to game schedule times and location.

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;
The individual team coaches will obtain a minimum of three quotations from bus companies in the out-of-state area where the athletic contest is being held that are within proximity to the airport, hotel, and location of the practices and athletic contests. The bus company providing the lowest quotation for each trip will be selected.

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and
All ground transportation purchases will be subject to prior approval by the Associate Athletics Director and the Fiscal Administrator.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:
Carl Clapp, Associate Athletics Director
Tiffany Kuraoka, Fiscal Administrator

Direct questions to: Tiffany Kuraoka Phone: 956-4497

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

Carl Clapp
Full Name of Principal Investigator, Department Head, or Administrator
[Signature] Signature 11/5/14 Date

Tiffany Kuraoka
Full Name of Fiscal Officer
[Signature] Signature 11/5/14 Date

APPROVED:

Robert Bley-Vroman
Full Name of Vice President or Chancellor
[Signature] Signature 11/19/14 Date
11/13/14 AK 11/13/14

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED
[Signature]
PRESIDENT, UNIVERSITY OF HAWAII 12/12/14 DATE