

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, Office of Intercollegiate Athletics (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:
Travel related expenses for student-athletes, coaches and staff. Travel expenses include air, hotel accommodations, ground transportation, meals and equipment.

Vendor: To be determined.
(If known)
Address:

| | | | |
|--|------------------------------|-----------------------------|---|
| Term of Contract: (If known) | From: July 1, 2017 | To: June 30, 2010 | Cost: \$1,000,000.00 annually |
|--|------------------------------|-----------------------------|---|

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| Direct any inquiries to: Department: University of Hawaii at Manoa, Office of Intercollegiate Athletics Contact Name/Title: Tiffany Kuraoka, Assistant Athletic Director, Business Operations Address: 1337 Lower Campus Road, PE/A 109 Honolulu, Hawaii 96822 | Phone Number: (808) 956-6505 Fax Number: (808) 956-4637 |
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Date Posted: May 1, 2017

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

RECEIVED

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT 17 APR 24 P3 29

FROM: Manoa Athletics Department

MANOA CHANCELLORS OFFICE

(Department/Program)

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

Description of goods, services, or construction:

The UH Manoa Athletics Department requests an exemption from 103D for travel related expenses for our student-athletes, coaches and staff. Travel expenses include air, hotel accommodations, ground transportation, meals and equipment. The department requests this exemption for the period July 1, 2017 through June 30, 2020.

Estimated Cost: \$ 1,000,000 annually

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

The current market conditions for travel are volatile and rates fluctuate continuously. There is no advantage to consolidate Manoa Athletics' requirements for travel expenses into a competitive sealed bid or proposal. Reservations can be made through various sources such as internet, direct with vendors, on-line travel providers/agencies and traditional travel agencies who can offer competitive rates on an as needed basis. The Department can take advantage of travel specials or web rates that are most economical. Staff can easily compare rates simultaneously online, thereby assuring themselves of obtaining the most economical rates available.

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

Staff will use various methods (online, direct with vendors, through agencies, etc.) to get at least three written quotes for travel expenses that meet their needs for expenses over \$2,500. Staff will choose the lowest priced vendor.

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

All purchases will be approved by a department administrator and the Fiscal Authority. All purchases over \$10,000 will also be approved by the Athletics Director. All purchases over \$25,000 will also be approved by the Chancellor.

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

Associate Athletics Director for Administration
Fiscal Authority

Direct questions to: Tiffany Kuraoka Phone: 956-6505

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

David A.K. Matlin
Full Name of Principal Investigator, Department Head, or Administrator

David A.K. Matlin
Signature Date 4/28/17

Tiffany Kuraoka
Full Name of Fiscal Officer

Tiffany Kuraoka
Signature Date 4/24/17

APPROVED:
Michael Bruno for
David Lassner
Full Name of Vice President or Chancellor

Michael Bruno for DL
Signature Date 4/25/17

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Even if this Request for Exemption from Chapter 103D, HRS is approved, the UHM Athletics Department will be required under HRS 103-53 to secure a tax clearance issued by the State of Hawaii Department of Taxation from the vendor for any travel-related purchase (e.g. airfare, hotel accommodations, ground transportation, or meals) in an amount of \$25,000.00 or more.

 APPROVED DENIED