

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

The President, University of Hawaii, is in the process of reviewing the request from UH Manoa Athletics Department \_\_\_\_\_ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Air travel services for guaranteed, fixed price airfare for UHM student-athletes, coaches, staff, and visiting teams for air travel to and from Hawaii and its primary competition sites, and related air travel for UHM Athletics purposes.

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

<b>Term of Contract:</b> (If known)	<b>From:</b> To be determined	<b>To:</b> Not to exceed one year	<b>Cost:</b> \$2,100,000/year (est.)
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<b>Direct any inquiries to:</b> Department: University of Hawaii at Manoa, Office of Intercollegiate Athletics  Contact Name/Title: Tiffany Kuraoka, Assistant Athletics Director, Business Operations  Address: 1337 Lower Campus Road, PE/A 109 Honolulu, Hawaii 96822	<b>Phone Number:</b> (808) 956-6505  <b>Fax Number:</b> (808) 956-4637
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Date Posted: July 7, 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, Hawaii 96822

RECEIVED

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HR\$7 JUL -6 P1 :46

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

MANOA CHANCELLOR'S OFFICE

FROM: Manoa Athletics Department

(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 UHM Athletics Department wishes to enter into a one-year, comprehensive air travel contract with an airline to provide guaranteed, fixed price airfare for UHM student-athletes, coaches, staff, and visiting teams for air travel to and from Hawaii and primary athletic competition sites, and related air travel for UHM athletics purposes (recruiting, NCAA/conference meetings, etc.)

Estimated Cost: \$ 2,100,000 annually

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

Procurement by standard competitive means, involving the preparation and advertising of a formal request for proposals, will not permit the timely implementation of a comprehensive air travel contract with an airline for the 2017-2018 intercollegiate athletics seasons in which UHM student-athletes and support personnel will participate. As a reasonable alternative, it is proposed that informal invitations to submit proposals be submitted to airlines that offer flights between Hawaii and its primary athletic contest sites for guaranteed, fixed price airfare between Hawaii and those destinations. This informal procedure should provide the UHM Athletics Department, in a timely manner, with multiple proposals to provide cost effective air travel opportunities for its athletic teams.

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

The UHM Athletics Department will contact airline companies that provide air travel service to and from Hawaii and invite their proposals to provide their airfare proposals between Hawaii and its primary athletic contest sites. The proposals will be reviewed by the UHM Athletics Director and his executive team and the air travel proposal determined to be the most cost effective will be submitted to the UHM Chancellor for final approval.

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

The agreement with the airline submitting the proposal determined to be most cost effective will be reviewed by the UHM Athletics Director and Associate Director and will also be submitted for legal review by the Office of the University General Counsel.

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

UHM Athletics Director  
UHM Associate Athletics Director for Administrative Services  
UHM Assistant Athletics Director for Business Operations

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 7/6/17  
Signature Date

Tiffany Kuraoka  
Full Name of Fiscal Officer

Tiffany Kuraoka 7/6/17  
Signature Date

APPROVED:  
David Lassner  
Full Name of Vice President or Chancellor

David Lassner JUL - 7 2017  
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

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\_\_\_\_\_  
\_\_\_\_\_

APPROVED  DENIED

David Lassner  
PRESIDENT, UNIVERSITY OF HAWAII

JUL 21 2017  
DATE