

**UNIVERSITY OF HAWAI'I  
NOTICE OF EXEMPTION FROM CHAPTER 103D, HRS**

The President, University of Hawai'i, is in the process of reviewing the request from (Department/Campus)  
UH Hilo Athletic Department for  
exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Officials for the 2009 collegiate home season, Vulcan men's and women's basketball program.

**Vendor:**  
(If known)  
**Address:**

|  |             |           |                  |
|--|-------------|-----------|------------------|
| <b>Term of Contract:</b><br>(If known) | From: ----- | To: ----- | Cost: \$9,000.00 |
|--|-------------|-----------|------------------|

|   |  |
|---|--|
| <b>Direct any inquiries to:</b><br>Department: UH Hilo Athletics Department<br>Contact Name/Title: James Demello, Associate Athletics Director<br>Address: 200 West Kawili Street, Hilo, HI 96720 | Phone Number:<br>808-974-7543<br><br>Fax Number:<br>808-974-7711 |
|---|--|

Date Posted: August 4, 2009

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

00-003

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS**

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: UH-Hilo Athletic 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 UH-Hilo Vulcan Men's and Women's Basketball programs need to hire officials for their intercollegiate home games on the Big Island. There is a need to hire officials for 1) Pacific West Conference games and 2) non-conference games.

This request is for hiring the officials for the non-conference games. We would like to hire three officials per game for the 2009-2010 season. There will be approximately 24 games. Payment will be made directly to the individual referees, and not the Hawaii College Basketball Officials Association that officiates NCAA Division II basketball games.

Estimated Cost: \$ 9,000.00

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

The Big Island already has a pool of NCAA Intercollegiate Division II certified basketball officials from which to hire. However, sometimes it is necessary to hire an official from outside of the Big Island due to conflicts in schedules, illness, etc. We would hire officials from outside of the Big Island only on an as-needed basis.

Standard procurement means would produce no advantage because, due to travel expenses, the qualified individuals that would be the most economical to hire would be those that live on the Big Island. So going thru a state-wide or nation-wide procurement process would be fruitless and time and effort would be lost. It would be far more reasonable to work with an established, on-going list of qualified referees from which to hire locally, which we currently have.

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

Any individual basketball official who can prove he/she is NCAA Division II certified to officiate intercollegiate level games is eligible for consideration. We will check references and background. He/she may then be scheduled to officiate a UH-Hilo Vulcan game. Officials are evaluated after every game for professionalism, fairness, and knowledge of the rules. Whether an official is re-hired will depend on their performance. Games are video recorded to substantiate evaluations.

(Attach Additional Sheets if Necessary)

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

We have designated staff members to act as reviewers to evaluate each official and then make a recommendation to the Athletic Director as to whether we should continue with this officiating group next season.

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

Jeff Law, Head Men's Basketball Coach  
 Daphne Honma, Head Women's Basketball Coach  
 Jim Demello, Associate Athletic Director  
 Dr. Luoluo Hong, Vice Chancellor of Student Affairs and Acting Athletic Director

Direct questions to: James Demello Phone: 974-7543

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

*Luoluo Hong*  
 Dr. Luoluo Hong  
 University of Hawaii at Hilo  
 Vice Chancellor for Student Affairs

*JD*

Full Name of Principal Investigator, Department Head, or Administrator

Signature Date

Dr. Bill Chen

*Bill Chen*

Full Name of Fiscal Officer **Bill Chen**

Signature Date

APPROVED: *for* Rose Tseng, Ph.D.  
 Chancellor, University of Hawaii at Hilo

*Rose Tseng*

JUL 16 2009

Full Name of Vice President or Chancellor

Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval.

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

APPROVED  DENIED

*Mark Greenwood*  
 PRESIDENT, UNIVERSITY OF HAWAII

8-19-07  
 DATE