

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

The President, University of Hawaii, is in the process of reviewing the request from Office of the Vice President for Community Colleges \_\_\_\_\_ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:  
Confidential advocacy support and services by individuals qualified as victim-counselors under Hawaii law. Advocacy support and services shall be provided for the University of Hawaii Community College Campuses, including Kauai Community College, Maui College, and Hawaii Community College. The services will also include education and training for members of the Community College system.

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

<b>Term of Contract:</b> (If known)	From: To be determined	To: To be determined	<b>Cost:</b> \$120,000.00 (est.)
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<b>Direct any inquiries to:</b> Department: Office of the Vice President for Community Colleges  Contact Name/Title: Michael Unebasami, Associate Vice President for Administrative Affairs, Office of the Vice President for Community Colleges  Address: 2327 Dole Street Honolulu, Hawaii 96822	<b>Phone Number:</b> (808) 956-6280  <b>Fax Number:</b> (808) 956-3763
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Date Posted: January 6, 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

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

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: Michael Unebasami

(Department/Program)

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

Description of goods, services, or construction:

Confidential advocacy support and services by individuals qualified as victim-counselors under Hawaii law, including short and long term case management consisting of crisis counseling, risk assessments, ongoing safety planning, information and referrals to campus and community resources, accompaniment to court and other off campus hearings, appointments and meetings in restraining order, divorce, paternity and custody matters in State Court for individuals assessed as victims of intimate partner violence, or survivors of sexual assault. Advocacy support and services shall be provided for the University of Hawaii Community College Campuses, including Kauai Community College, Maui College and Hawaii Community College. The services also include education and training for members of the Community College system.

Estimated Cost: \$ 120,000.00

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

The process of procuring such services by standard competitive means will not allow the University to secure the services described above in a timely fashion. The University is required by Hawaii law, enacted in July 2016, to provide such services to students on all of its campuses and timely compliance with this law is necessary. Additionally, the mandates of the State law is specific in the areas in which advocacy must be provided. There are a limited number of sources on the neighbor islands who are able to meet these standards. The neighbor island campuses has built a relationship with the specific community agencies that have been providing services in these areas to its student population. Given the specific and unique nature of the services, and the need for trust between the campuses and the agency providing assistance in the areas of sexual assault and intimate partner violence, an standard competitive procurement process is not practicable or advantageous.

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

Potential vendors who meet the qualifications under the law and who have the requisite expertise to provide the services needed will be identified by a Committee comprised of members of the Title IX teams of the relevant Community College campus, the System Office of Institutional Equity and the Community College Office of Compliance and Title IX. All community agencies who specialize in advocacy services in the areas of sexual assault and/or domestic violence and who currently provide services to each island's students will be considered. The Committee will select from among the agencies that meet qualifications and who are interested in providing services based on the agencies prior experience and expertise, proposed costs of the services, the relationship with the campus and its community. The estimated number of contracts will be two per neighbor island (Maui, Big Island, Kauai) at \$40,000 each island.

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

Organizations will be selected based on their ability to meet the requirements of Act 208 and ability to meet the standards of providing services of the confidential advocate for students. With the assistance of the UH General Counsel, an agreement will be developed that outlines the specifications of the community service organization, and executed upon selection. Expenditures will be subject to review, approval, and processing in accordance with UH policy and procedures and conformance with the agreement.

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

Christine Chun - Director of the Community College Office of Compliance and Title IX  
Jennifer Solidum Rose - Director of the UH Office of Institutional Equity  
Michael Unebasami - Associate VP for Administrative Affairs, OVPCC  
Lisa Tsuhako - Fiscal Administrator, OVPCC

Direct questions to: Christine Chun Phone: (808) 956-4564

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

Michael Unebasami  
Full Name of Principal Investigator, Department Head, or Administrator

 12/20/16  
Signature Date

Lisa Tsuhako  
Full Name of Fiscal Officer

 12/20/16  
Signature Date

APPROVED:

John Morton  
Full Name of Vice President or Chancellor

 DEC 27 2016  
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

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

APPROVED  DENIED



1/23/17

PRESIDENT, UNIVERSITY OF HAWAII

DATE