

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

Procurement of moving services for Mr. Clifford C. Martin, University of Hawaii Cancer Center, Associate Director  
of Research Institute, to ship household items from Morgantown, West Virginia to Honolulu, Hawaii.

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

<b>Term of Contract:</b> (If known)	<b>From:</b> To be determined	<b>To:</b> To be determined	<b>Cost:</b> \$20,000.00 (est.)
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**Direct any inquiries to:**  
Department: University of Hawaii Cancer Center  
  
Contact Name/Title: Namrata Gurung  
Human Resources Director  
  
Address: 701 Ilalo Street, B-614  
Honolulu, Hawaii 96813

Phone Number:  
(808) 440-4563  
  
Fax Number:  
None

Date Posted: September 29, 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**  
AUG 24 P 4:49

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: UNIVERSITY OF HAWAII CANCER CENTER

MANOA CHANCELLOR'S  
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:**  
 Procurement of moving services for Mr. Clifford C. Martin, University of Hawaii Cancer Center (UHCC), Associate Director of Research Institute (ADRI) to ship household items from Morgantown, West Virginia to Honolulu, Hawaii.

Estimated Cost: \$ 20,000

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

Procurement by standard competitive means is not practicable or advantageous since prospective vendors would need to conduct an in-home survey of the items to be relocated in order to provide an accurate quote. Since there are many factors that affect price (volume, weight, time, accessibility, special handling, etc.), it is essential that prospective vendors conduct an on-site inspection to collect critical information necessary for an accurate estimate. As such, it would be most feasible to solicit quotes from prospective vendors in the West Virginia area.

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

The program will obtain three (3) written quotes from reputable potential vendors in the West Virginia area. The lowest offer that is able to meet the requirements of the move will be selected.

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

The procurement procedures being used for the appointee's moving services allow for adequate and reasonable competition as the award for moving services would be made to the vendor that provides the lowest quote. The process and method of procurement will be initiated by the UHCC Director's Office and reviewed and approved by the UHCC Fiscal Office.

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

Randall Holcombe, Director, UHCC  
Namrata Gurung, HR Director, UHCC  
Craig Matsuda, Fiscal Director, UHCC

Direct questions to: Namrata Gurung Phone: 440-4563

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

Randall Holcombe  
Full Name of Principal Investigator, Department Head, or Administrator

[Signature] 8/14/17  
Signature Date

Craig Matsuda  
Full Name of Fiscal Officer

[Signature] 8/21/17  
Signature Date

APPROVED:

David Lassner  
Full Name of Vice President or Chancellor  
8/21/17

[Signature] AUG 25 2017  
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

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

APPROVED \_\_\_\_\_ DENIED

[Signature] 10/10/17  
PRESIDENT, UNIVERSITY OF HAWAII DATE