

**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) Office of the Vice Chancellor for Academic Affairs for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Moving services for the University of Hawaii at Manoa Vice Chancellor for Academic Affairs appointee, Dr. Reed Dasenbrock from Albuquerque, New Mexico.

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

<b>Term of Contract:</b> (If known)	From: -----	To: -----	Cost: \$26,364 (est.)
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<b>Direct any inquiries to:</b> Department: Office of the Vice Chancellor for Academic Affairs Contact Name/Title: Kat Tagaca, Administrative Officer Address: 2500 Campus Road, Hawaii Hall 102 Honolulu, HI 96822	Phone Number: 808-956-6391  Fax Number: 808-956-5079
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Date Posted: May 6, 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

OPRPM Form 138  
(Rev.01/2009)

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

**TO:** OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

**FROM:** Office of the Vice Chancellor for Academic Affairs

(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 the University of Hawaii at Manoa Vice Chancellor for Academic Affairs appointee, Dr. Reed Dasenbrock, to ship household items and one personal automobile from Albuquerque, New Mexico to Honolulu, Hawaii. The Board of Regents approved the appointment on March 20, 2009 with a start date of April 6, 2009.

**Estimated Cost:** \$ 26364

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

The use of the formal invitation for bid process to secure quotations would not be practicable because it would be difficult to secure vendors in the New Mexico area to provide quotes. In addition, due to the short turnaround time it would not be practical to utilize the formal bid process.

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

In the interest of time the appointee obtained three written quotes from potential vendors in New Mexico. The lowest bidder that is able to meet the requirements of the move will be selected.

(Attach Additional Sheets if Necessary)

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

The procurement procedures performed by the Appointee allowed for adequate and reasonable competition. Since the award will be made to the lowest responsive and reasonable bidder the department confirms appointee's method of procurement is acceptable.

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

Kat Tagaca - Administrative Officer  
 Marie Ohta - Director, Office of Finance and Accounting

Direct questions to: Kat Tagaca Phone: 956-6391

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

for Gary Ostrander  
 Full Name of Principal Investigator, Department Head, or Administrator

[Signature] 5/4/09  
 Signature Date

Kat Tagaca  
 Full Name of Fiscal Officer

[Signature] 5/4/09  
 Signature Date

APPROVED:  
Virginia Hinshaw  
 Full Name of Vice President or Chancellor

[Signature] 5/4/09  
 Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:  
Recommend Approval.

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APPROVED  DENIED

[Signature]  
 PRESIDENT, UNIVERSITY OF HAWAII

5/18/09  
 DATE