

**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) Conference Center at Outreach College for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Catering services for the 2008 Centennial Homecoming Celebration for the College of Engineering. Event to be held on October 7, 2008 at the Stan Sheriff Center.

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

**Term of Contract:** (If known) From: October 7, 2008 To: October 7, 2008 Cost: \$24,000 (est.)

**Direct any inquiries to:**

Department: Outreach College

Contact Name/Title: Elena Kashiwabara, Fiscal Officer

Address: 2530 Dole Street, Honolulu, HI 96822

Phone Number:  
956-2033

Fax Number:  
956-3364

Date Posted: October 7, 2008

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: Conference Center at Outreach College

(Department/Program)

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

Description of goods, services, or construction:

Catering of unique cuisine of appetizer-sized portions from various reputable local restaurants for the UHM College of Engineering's 2008 Centennial Homecoming Celebration on October 7, 2008 at the Stan Sheriff Center. The participating restaurants are as follows: Sansei Seafood Restaurant & Sushi Bar, d. k. Steak House, Hiroshi Eurasian Tapas, Vino, Elua Restaurant & Wine Bar, Chai's Island Bistro, 12th Avenue Grill, Beach House, Poke Stop, Formaggio, Side Street Inn, and Hukilau. Please see attachment.

Estimated Cost: \$ \$24,000.00

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

Procurement by standard competitive means for this caliber of cuisine would not be practicable or advantageous because the special committee of 60 engineering alumni and industry supporters aimed at hosting a dinner that was different from the traditional dinner banquet. The event was to promote networking and fellowship among the alumni, community members and university faculty, staff and students. The restaurants selected were because of their outstanding reputations in the local community and possible personal appearances by respected Hawaii chefs, which would promote attendance for the event. Also, to place specifications on these types of food would be very subjective. Although it would have been possible to specify the various cuisines (e.g. American, Japanese, Thai, etc.), it would not be likely that restaurants of this caliber would have participated with serving specialties at \$4 per person without the direct contact from Chef Kodama.

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

Due to the cuisine of this caliber not being practicable to solicit competitively, and in keeping with promoting networking and fellowship with the community members, D.K. Kodama volunteered his services to assist in recruiting other reputable restaurants and to coordinate with the various chefs and staff to ensure a successful event. Due to his reputation, other restaurants were willing to participate and provide special appetizer-sized servings at a very reasonable cost and a wide variety of cuisines.

(Attach Additional Sheets if Necessary)

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

The Conference Center is a program with the Outreach College that provides unique access to the University of Hawaii system, state and county governmental agencies, non-profit organizations, and professional associations in Hawaii in the area of organizing, managing and evaluating their meeting needs. The Conference Center is working with the College of Engineering in providing the financial logistics for the centennial celebration. Whereas the College of Engineering is unable to collect revenue for such events, the Conference Center is able to manage payments and the registration process. In addition, the Conference Center will provide on-site registration and process payments to vendors.

Please see attached sheet for continuation of explanation.


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

Yvonne Yamashita - Conference Center Director  
Elena Kashiwabara - Administrative Officer  
Carolyn Okinaga - Interim Associate Dean


Direct questions to: Elena Kashiwabara Phone: x62033

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

Yvonne Yamashita, Director  
Full Name of Principal Investigator, Department Head, or Administrator

 10.3.08  
Signature Date

Elena Kashiwabara  
Full Name of Fiscal Officer

 10/3/08  
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

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

This exemption should be considered for inclusion of the listing of exempt procurements provided in APM A8.220: Yes \_\_\_\_\_ No \_\_\_\_\_ NOT APPLICABLE.

APPROVED  DENIED

  
for PRESIDENT, UNIVERSITY OF HAWAII

DATE \_\_\_\_\_

(3) Cont.

The Conference Center director will generate the requisitions and provide the necessary supporting documents. The documents are submitted to the Business Office for review by both the Accounts Payable Clerk and Administrative Officer. The Administrative Officer will have the requisition transferred to the appropriate payment document and signed. The documents are submitted to the Accounts Payable Clerk for disbursing and submission of payment.