

**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:

HOTEL ACCOMMODATIONS FOR PARTICIPANTS OF THE MEN'S & WOMEN'S UH HILO  
INTERCOLLEGIATE INVITATIONAL GOLF TOURNAMENTS IN LATE OCTOBER / EARLY NOVEMBER 2009.

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

**Term of Contract:** (If known) From: ----- To: ----- Cost: \$36,000 (EST.)

**Direct any inquiries to:**

Department: UH HILO, ATHLETIC DEPT.

Contact Name/Title: JAMES DEMELLO/ASSC. ATHLETIC DIRECTOR

Address: 200 WEST KAWILI STREET, HILO, HI 96720

Phone Number:  
808-974-7543

Fax Number:  
808-974-7711

Date Posted: SEPT 16, 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

### 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:**

Hotel accommodations for participants of separate men's and women's UH-Hilo Intercollegiate Invitational Golf Tournaments in late October/early November 2009. UH-Hilo serves as hosts and facilitators. Each team pays their own expenses by way of an entry fee. There will be approximately 18 Division II teams from Hawaii and across the mainland United States: 12 mens and 6 womens. The tournament sites would be on prestigious, world-class golf courses in west Hawaii Island and the hotel accommodations would provide reasonable, suitable amenities consistent with the golf courses. Each tournament will run for 3 days: A practice round on day 1, then 36 holes on day 2, then 18 holes on day 3.

Estimated Cost: \$ \$36,000.00

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

Standard competitive means would not be practicable because procurement based on seeking the lowest prices could result in hotels that do not fulfill the goal of hosting prestigious tournaments. There would be no real advantage to seeking out the lowest prices because the participating teams pay their own lodging expenses anyway by way of the entry fee.

Standard procurement seeking the lowest price may also result in the hotel being 25 miles away from the golf courses. It would be advantageous and safer to utilize a hotel in reasonable proximity to the chosen golf courses to minimize travel distances. UH-Hilo support staff can service both tournaments more efficiently.

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

The men's and women's Head Golf Coaches will contact golf courses and hotels in west Hawaii Island for price quotes. They will formulate a plan that is most reasonable, economical and meets the criteria for successful, prestigious tournaments.

They will first secure golf courses willing to offer discounted rates and dedicate the necessary number days and rounds of golf to hold these events. They will solicit at least 3 price quotes from prestigious golf courses on Hawaii Island appropriate for NCAA Division II Intercollegiate tournaments. Then, the golf coaches will solicit at least 3 price quotes from hotels in reasonable proximity to the chosen golf courses.

(Attach Additional Sheets if Necessary)

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

The Athletic Director and Vice-Chancellor will review and approve the requisition and support documents. The Fiscal Officers in the UH-Hilo Business Office will review and approve the requisition, then process purchase orders to the appropriate golf course and hotel.

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

James Demello, Associate Athletic Director  
Luoluo Hong, Vice-Chancellor for Student Affairs and Acting Athletic Director  
~~Bill Chen, Interim Director of Fiscal Affairs and Budget~~  
Marie Honda, Director of Business Office, UH-Hilo

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.

*ML*

Luoluo Hong

Full Name of Principal Investigator, Department Head, or Administrator

*James Demello*

Signature

Date

Marie Honda

Full Name of Fiscal Officer

*Marie Honda*

Signature

*9/10/09*

Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval.

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

APPROVED

DENIED

*Mue Beerwald*

PRESIDENT, UNIVERSITY OF HAWAII

*9-30-09*

DATE