

UNIVERSITY OF HAWAII
NOTICE OF EXEMPTION FROM STANDARD METHODS OF SOURCE SELECTION

The Vice President for Budget and Finance/Chief Financial Officer, University of Hawaii, is in the process of reviewing the request from University of Hawaii at Hilo Athletic Department _____ (Department/Campus) for exemption from Standard Methods of Source Selection for the following goods, services, or construction:

Green Fees for participants of the men's and women's University of Hawaii at Hilo Intercollegiate Invitational Golf Tournaments for 2011. Approximately 28 Division II Teams.

Vendor: TBD
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$17,000.00 (est.)
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Direct any inquiries to: Department: University of Hawaii at Hilo Athletic Department Contact Name/Title: James Demello/Associate Athletic Director Address: 200 West Kawili Street Hilo, Hawaii 96720	Phone Number: (808) 974-7543 Fax Number: (808) 974-7711
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Date Posted: July 21, 2011

Submit written objections to this notice to issue an exemption from Standard Methods of Source Selection, within seven (7) calendar days from the date posted to:

Office of Procurement and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

REQUEST FOR EXEMPTION FROM STANDARD METHODS OF SOURCE SELECTION

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawaii at 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:

Greens fees for separate men's and women's UH-Hilo Intercollegiate Invitational Golf Tournaments: Greens fees for approximately 28 Division II teams at golf course facilities in late October/early November 2011. There will be teams from Hawaii and across the mainland United States: 16 men and 12 women. The tournament sites would be on prestigious, world-class golf courses in west Hawaii Island. 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. UH-Hilo serves as hosts and facilitators.

Estimated Cost: \$ 17,000.00**(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;**

There would be no real advantage to seeking out the lowest prices because the participating teams pay their own greens fees anyway by way of the entry fee. Standard procurement means would not be practicable because procurement based on seeking the lowest prices could result in golf courses that do not fulfill the goal of hosting these tournaments at prestigious golf courses. Prestigious golf courses would make these tournaments more attractive to mainland schools. Consideration for the greatest value should be most important.

Standard procurement seeking the lowest prices may also result in golf courses 25 miles apart. It would be advantageous to utilize golf courses in reasonable proximity of each other. Participants of both tournaments can stay in the same hotel and we could use the two tournaments as negotiation tools when seeking lodging quotes.

(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.

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

The Athletic Director and golf coaches will review the requisition and support documents. The requisition and support documents will be forwarded to the Vice Chancellor for Student Affairs for approval. The Fiscal Officers in the UH-Hilo Business Office will review, ^{approve} the requisition and support documents. ~~If all is in order,~~ ^{then} the requisitions will be processed into purchase orders for the appropriate golf course.

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

Dexter Irvin, Athletic Director
James DeMello, Associate Athletic Director and Head Women's Golf Coach
Glen Kagamida, Athletic Dept Business Manager

Marie Honda, Director UH Hilo Business Services Ofc

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.

Dexter Irvin
Full Name of Principal Investigator, Department Head, or Administrator

[Signature]
Signature Date

~~Jeff Damsdill~~ *Marie Honda*
Full Name of Fiscal Officer

[Signature] *7/1/11*
Signature Date

APPROVED:
Dr. Donald Straney
Full Name of Vice President or Chancellor

[Signature] *7 July 11*
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval

APPROVED DENIED

Howard A. Aiso *8/10/11*
VICE PRESIDENT FOR BUDGET & FINANCE/CHIEF FINANCIAL OFFICER, UNIVERSITY OF HAWAII DATE