

**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:

Umpires for the 2009-2010 home season, Vulcan softball program.

Vendor:
(If known)
Address:

Term of Contract: (If known)	From: -----	To: -----	Cost: \$5,000.00
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Direct any inquiries to: Department: UH Hilo Athletics Department Contact Name/Title: James Demello, Associate Athletics Director Address: 200 West Kawili Street, Hilo, HI 96720	Phone Number: 808-974-7543 Fax Number: 808-974-7711
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Date Posted: August 4, 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

00-004

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:

The Vulcan Softball program needs to hire umpires for their 2009-10 home season on the Big Island.

Estimated Cost: \$ 5,000.00

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

The Big Island already has an ample pool of NCAA Intercollegiate Division II certified softball umpires from which to hire. Standard procurement means would produce no advantage because, due to travel expenses, the qualified individuals that would be the most economical to hire would be those that live on the Big Island. So going thru a state-wide or nation-wide procurement process would be fruitless and time and effort would be lost. It would be far more reasonable to work with an established, on-going list of qualified referees from which to hire locally, which we currently have.

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

Any individual who can prove he/she is NCAA Division II certified to officiate intercollegiate level softball games is eligible for consideration. We will check references, background and verify which ones are qualified to officiate intercollegiate softball games. We also try to determine who is qualified to do behind the plate or bases only. Then once the softball schedule is finalized, we will schedule them for games. Officials are evaluated after every game for mechanics, consistency on the strike zone, professionalism, fairness, and knowledge of the rules. Whether an official is re-hired will depend on their performance. Games are video recorded to substantiate evaluations.

(Attach Additional Sheets if Necessary)

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

We have designated staff members to act as reviewers to evaluate each official and then make a recommendation to the Athletic Director as to whether we should continue with this officiating group next season.

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

Gwen Kagaon, Interim Head Softball Coach
James Demello, Associate Athletic Director
Dr. Luoluo Hong, Vice Chancellor of Student Affairs and Acting Athletic Director

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.

MLH
8/10

Luoluo Hong
Dr. Luoluo Hong
University of Hawai'i at Hilo
Vice Chancellor for Student Affairs

Signature _____ Date _____

Full Name of Principal Investigator, Department Head, or Administrator

Dr. Bill Chen
Bill Chen
Full Name of Fiscal Officer

Signature _____ Date _____

APPROVED: *Rose Tseng*
Rose Tseng, Ph.D.
Chancellor, University of Hawai'i at Hilo

Rose Tseng
Signature _____ Date JUL 16 2009

Full Name of Vice President or Chancellor

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval.

 / APPROVED / DENIED

Mark Greenwood
PRESIDENT, UNIVERSITY OF HAWAII 8/19/09 DATE