

**UNIVERSITY OF HAWAII
NOTICE OF EXEMPTION FROM CHAPTER 103D, HRS**

The President, University of Hawaii, is in the process of reviewing the request from
UH System Office of Sustainability _____ (Department/Campus) for exemption
from Chapter 103D, HRS, for the following goods, services, or construction:

Professional development and support services to recruit, hire, and train AmeriCorps VISTA interns to support sustainability programming at each of the UH campuses.

Vendor: Kupu
(If known)
Address: 677 Ala Moana Blvd., Suite 1200
Honolulu, HI 96813

Term of Contract: (If known)	From: TBD	To: For 1 year period	Cost: \$100,000 (est.)
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Direct any inquiries to:
Department: UH Office of Sustainability

Contact Name/Title: Matthew Lynch
System Sustainability Coordinator

Address:
Kuykendall Hall, Room 401
UH Manoa

Phone Number:
(808)956-9437

Fax Number:

Date Posted: March 22, 2019

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, Hawaii'i 96822

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawai'i System - Office of Sustainability
(Department/Program)

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

Description of goods, services, or construction:
SEE ATTACHED

Estimated Cost: \$ 100,000 for a 12 month period

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

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

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

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

Jan Gouveia, Vice President for Administration
Blanche Fountain, Director, System Administrative Services
Matthew K Lynch, System Sustainability Coordinator

Direct questions to: Matthew K Lynch Phone: 808-956-9437

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

Matthew Lynch

Full Name of Principal Investigator, Department Head, or Administrator



Signature

MAR 2 1 2019

Date

Blanche Fountain

Full Name of Fiscal Officer



Signature

3/22/19

Date

APPROVED:

Jan S. Gouveia

Full Name of Vice President or Chancellor




Signature

MAR 2 1 2019

Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:


PRESIDENT, UNIVERSITY OF HAWAII

APPROVED **DENIED**

2019 MAR 22 A 10:43

4/17/19

DATE

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT
FROM: UNIVERSITY OF HAWAI'I SYSTEM - OFFICE OF SUSTAINABILITY

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

Description of goods, services, or construction:

Professional development and supporting services for green workforce internships and training through the AmeriCorps VISTA program.

This service will recruit, hire and train one AmeriCorps VISTA internship position at each of the University of Hawai'i campuses, to be filled by recent college graduates. These interns will support campus staff in compiling sustainability metrics and supporting sustainability programming per UH Executive Sustainability Policy EP 4.202.

The AmeriCorps VISTA internship will work to identify and report on sustainability data, and to update data collection systems that will enable metrics tracking at scale, which many include; waste generation, sustainable food procurement, sustainability curriculum offerings, and energy data.

Estimated Cost: \$100,000 for a 12 month period

1. Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University:

Procurement by standard competitive means is neither practicable or advantageous because Kupu, as the prime recipient of an AmeriCorps grant to run the Sustainability Initiatives Youth Program is the only AmeriCorps VISTA provider of conservation and sustainability related positions to provide place-based professional development, training, and mentorship services related to sustainability in Hawai'i.

In addition to helping with the recruitment and training of the interns, Kupu provides ongoing training and mentorship to ensure the success and professional development of the interns.

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

The following local service providers were contacted as part of an updated competitive landscape analysis and it was determined that none of the organizations, other than Kupu, had demonstrated a successful track record in Hawai'i in providing training and mentorship services in conservation and sustainability internship programs through AmeriCorps VISTA:

Teach for America

Teach for America focuses on traditional and non-traditional learning environments to add capacity in under-served areas, and does not provide conservation or sustainability training services and mentorship.

Hawai'i Alliance for Community-Based Economic Development (HACBED)

HACBED has contracted directly with the Americorps VISTA program in the past to support their work in facilitation and network weaving through the Ho'ohiapo Network Vista Position. However, HACBED does not provide conservation or sustainability training services and mentorship nor do they have the capacity to bring on a cohort of 10 VISTA fellows to work with UH.

Hawaii Green Growth (HGG)

HGG has contracted directly with the Americorps VISTA program in the past to support their work to align diverse priorities across sectors to create shared value and advance global solutions. However HGG does not provide conservation or sustainability training services and mentorship nor do they have the capacity to bring on a cohort of 10 VISTA fellows to work with UH.

Kupu

Kupu has provided services for conservation and sustainability internships through Americorps VISTA with several other State agencies, such as the Department of Land and Natural Resources, with demonstrated success. Kupu has created a viable pipeline of youth interns into the green sector, in State agencies as well as in the private and NGO sectors.

Since Kupu's inception in 2007 they have trained 3,647 youth in the green sector through service-learning opportunities and mentorship. The proven success and unique focusing on sustainability and cultural skill development offered by Kupu will enable the Office of Sustainability to fulfill its obligations to the Executive Sustainability policy, in particular Purpose E: "To establish a university-wide culture that integrates sustainability values in an island context with global impact." and Purpose C. "To provide systemwide metrics and targets for improved efficiency and reduced resource waste for buildings, climate, dining, energy, grounds, purchasing, transportation, waste and water, along with timelines and a reporting framework."

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

A Service Agreement will be executed between the University and Kupu clearly outlining the scope of Services of Kupu to the AmeriCorps VISTA Sustainability Internship program hosted at University of Hawai'i. A Service Agreement will be executed between the University and Kupu, clearly outlining the scope of services for Kupu. Expenditures will be

subject to review, approval, and processing in accordances with UH policy and procedures and conformance with the agreement.

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

Jan Gouveia, Vice President for Administration

Blanche Fountain, Director of System Admin Services, Vice President of Administration

Matthew K Lynch, System Sustainability Coordinator