

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

The President, University of Hawaii, is in the process of reviewing the request from University of Hawaii Cancer Center \_\_\_\_\_ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:  
Procurement of moving services for Dr. Muller Fabbri, University of Hawaii Cancer Center, Associate Researcher, to ship household items from Los Angeles, California to Honolulu, Hawaii.

**Vendor:** To be determined  
(If known)  
**Address:**

<b>Term of Contract:</b> (If known)	From: To be determined	To: To be determined	<b>Cost:</b> \$20,000.00 (est.)
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<b>Direct any inquiries to:</b> Department: University of Hawaii Cancer Center  Contact Name/Title: Namrata Gurung Human Resources Director  Address: 701 Ilalo Street, B-614 Honolulu, Hawaii 96813	<b>Phone Number:</b> (808) 440-4563  <b>Fax Number:</b> None
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Date Posted: April 13, 2018

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

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**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS**

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT **UNIVERSITY CANCELLOR'S OFFICE**

FROM: UNIVERSITY OF HAWAII CANCER CENTER  
(Department/Program)

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

**Description of goods, services, or construction:**  
Procurement of moving services for Dr. Muller Fabbri, University of Hawaii Cancer Center (UHCC), Associate Researcher to ship household items from Los Angeles, California to Honolulu, Hawaii.

Estimated Cost: \$ 20,000

(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 not practicable or advantageous since prospective vendors would need to conduct an in-home survey of the items to be relocated in order to provide an accurate quote. Since there are many factors that affect price (volume, weight, time, accessibility, special handling, etc.), it is essential that prospective vendors conduct an on-site inspection to collect critical information necessary for an accurate estimate. As such, it would be most feasible to solicit quotes from prospective vendors in the Los Angeles area.

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;  
The program will obtain three (3) written quotes from reputable potential vendors in the Los Angeles area. The lowest offer that is able to meet the requirements of the move will be selected.

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and  
 The procurement procedures being used for the appointee's moving services allow for adequate and reasonable competition as the award for moving services would be made to the vendor that provides the lowest quote. The process and method of procurement will be initiated by the UHCC Director's Office and reviewed and approved by the UHCC Fiscal Office.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:  
 Randall Holcombe, Director, UHCC  
 Namrata Gurung, HR Director, UHCC  
 Craig Matsuda, Fiscal Director, UHCC

Direct questions to: Namrata Gurung Phone: 440-4563

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

Randall Holcombe  
 Full Name of Principal Investigator, Department Head, or Administrator

*R Holcombe* 2/12/08  
 Signature Date

Craig Matsuda  
 Full Name of Fiscal Officer

*Craig Matsuda* 2/10/12  
 Signature Date

APPROVED:

David Lassner  
 Full Name of Vice President or Chancellor

*David Lassner* 2/23  
 Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:  
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APPROVED  DENIED

*[Signature]* 5/18/18  
 PRESIDENT, UNIVERSITY OF HAWAII DATE