

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 Hawai'i at Hilo, Office of Intercollegiate Athletics _____ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:
Exclusive uniform/apparel sponsorship agreement to outfit designated athletic teams for a period of five years.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$85,000 - \$100,000 (Annually)
--	----------------------------------	--------------------------------	---

Direct any inquiries to: Department: University of Hawaii at Hilo, Office of Intercollegiate Athletics Contact Name/Title: Patrick Guillen, Director of Athletics, University of Hawaii at Hilo Address: 200 West Kawili Street, 320C-107B Hilo, Hawai'i 96720-4091	Phone Number: (808) 932-7170 Fax Number: (808) 932-7169
--	--

Date Posted: October 13, 2017

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: University of Hawai'i at Hilo, Office of Intercollegiate Athletics
(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 University of Hawaii at Hilo, Office of Intercollegiate Athletics ("UH Hilo") wishes to enter into an exclusive uniform/apparel sponsorship agreement with a vendor to outfit its designated athletic teams. The agreement may include product allowances, rights fees, percentage discount on uniform/apparel not included in the product allowance, coach incentives, and marketing commissions to be received by the University. In addition, the agreement may require that any uniform/apparel items needed for use by the designated teams that are not included in the allowance would need to be purchased from the sponsoring vendor. Items could include uniforms, shirts, shorts, shoes, accessories, etc. The term of the agreement will be for a period of five years.

Estimated Cost: \$ \$85,000 - \$100,000 annually

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

It is impractical to utilize standard procurement procedures for the purpose of soliciting proposals from sports uniform/apparel/equipment manufacturers for sponsorship and outfitting programs for college athletic teams. Manufacturers do not adhere to a common set of requirements and criteria typical of advertised procurement solicitations for purposes of formulating their proposals for each particular college athletic program. It is more advantageous in the sports marketing area to solicit such proposals by approaching manufacturers on an informal, one on one basis.

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

There are several sports apparel companies that would be able to outfit UH Hilo athletic teams. Adidas, Nike and Under Armour are the vendors that would be explored. The proposals from the different companies will be varied in the amount of product allowances, minimum purchase requirement, percentage discount on uniform/apparel not included in the product allowance, coach incentives, and readily available product on-island from an authorized servicing dealer. The proposals will be reviewed by the UH Hilo Director of Athletics, Patrick Guillen; the Associate Director of Athletics, Kula Oda; and coaches, as appropriate to determine the proposal that provides the University with the best value of product allowance, minimum purchase requirement, highest percentage discount on uniform/apparel not included in the allowance, coaches incentive, and the convenience of readily available product on-island. The proposal selected will be subject to review and approval by the UH Hilo Chancellor.

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

Kula Oda, Associate Director of Athletics will review every purchase requisition for uniform/apparel items to be supplied by the sponsoring vendor but not included in the product allotment provided under the sponsorship agreement. Patrick Guillen, Director of Athletics will review and approve the purchase requisition submitted by Athletics to the Business Management Office.


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

Patrick Guillen, Director of Athletics
Kula Oda, Associate Director of Athletics
Keri-Ann Tomita, Fiscal Specialist
Carrie Masanda, Director of Contracts and Procurement

Direct questions to: Patrick Guillen Phone: 808-932-7170

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

Patrick Guillen, Director of Athletics
Full Name of Principal Investigator, Department Head, or Administrator


Signature 10/5/17
Date

Carrie Masanda, Director of Contracts and Procurement
Full Name of Fiscal Officer


Signature 10/6/17
Date

APPROVED:

Marcia Sakai, Interim Chancellor
Full Name of Vice President or Chancellor


Signature 10/6/17
Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED


PRESIDENT, UNIVERSITY OF HAWAII

11/1/17
DATE