

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

The President, University of Hawaii, is in the process of reviewing the request from Department of Theatre and Dance, University of Hawaii at Manoa \_\_\_\_\_ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

The procurement of authentic makeup, properties, and musical instruments from vendor(s) in China.

**Vendor:** Zhang, Ling  
(If known)  
**Address:** Cheng Xu Lu 28 Hao Shi Zheng Tian Yuan, Cheng Bi Shui Zuo 7 Dong 405 Shi, Jiangsu Province, Nanjing, P.R. China 211000

<b>Term of Contract:</b> (If known)	<b>From:</b> To be determined	<b>To:</b> To be determined	<b>Cost:</b> \$20,000.00 (estimated)
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<b>Direct any inquiries to:</b> Department: Department of Theatre and Dance, University of Hawaii at Manoa  Contact Name/Title: Elizabeth Wichmann-Walczak, Professor  Address: Kennedy Theatre 1771 East-West road, Room 113 Honolulu, Hawaii 96822	<b>Phone Number:</b> (808) 956-9220  <b>Fax Number:</b> (808) 932-4234
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Date Posted: April 20, 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

RECEIVED  
UNIVERSITY OF HAWAII  
OPRPM

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

2011 APR 13 P 2:31

**TO:** OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

**FROM:** Department of Theatre & Dance, University of Hawaii at Manoa  
(Department/Program)

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

Description of goods, services, or construction:  
Please see attached.

Estimated Cost: \$ 20,000

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


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

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


Direct questions to: Elizabeth Wichmann-Walczak Phone: 956-9220

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

Elizabeth Fisher  
Full Name of Principal Investigator, Department Head, or Administrator


 2-17-17  
Signature Date

Judy Simpson  
Full Name of Fiscal Officer

 2/22/17  
Signature Date

See Dean Peter Arnade's approval in email message dated 3/13/17  
APPROVED: Micheal Bruno for:

David Lassner  
Full Name of Vice President or Chancellor

 4/13/17  
Signature Date  
for DL

303117 ASFB2017 Initial Proc 4/12/17

FOR OPRPM USE ONLY

OPRPM COMMENTS:

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APPROVED  DENIED

  
PRESIDENT, UNIVERSITY OF HAWAII

5/13/17  
DATE

## ATTACHMENT TO REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

**Description of goods, services, or construction:**

The Department of Theatre and Dance's Asian Theatre program at the University of Hawaii is widely recognized as the finest university-based Asian Theatre training and performance program in the world. Its international reputation regularly attracts students from Europe, Asia, the Pacific region, and North America. In order to maintain the uniqueness of the program, as well as the students' and external audiences' expectations, authenticity is a requirement. Thus, the program highlights training students through master artists' residencies and the use of authentic costumes, properties, makeup, and musical instruments in the productions.

Makeup, properties, and musical instruments are needed to augment the Department of Theatre and Dance's collection in order to teach, mount, and perform the Jingju (Beijing "opera") plays, *Romance of the Wardrobe* and *Where Three Roads Meet*, and the Chuanju (Sichuan "opera") play *Pi Jin Rolls the Lamp*.

**(1) Explanation describing how procurement by standard competitive means is either not practical or not advantageous to the University:**

The Department of Theatre and Dance will be producing three one-act Xiqu (Chinese "opera"/theatre) plays in Spring 2018: the Jingju (Beijing "opera"/theatre) plays *Romance of the Wardrobe* and *Where Three Roads Meet*, and the Chuanju (Sichuan "opera"/theatre) play *Pi Jin Rolls the Lamp*. This three-play production requires the use of authentic makeup, properties, and musical instruments. A major component of the educational goals of the Asian Theatre program is to provide the students with the opportunity to learn about authentic makeup, properties, and musical instruments. Through several courses offered during the 2017-18 academic year to prepare for the production, including Chinese Theatre Voice (THEA 420C), Chinese Acting (THEA 427), Practicum in Chinese Costume, Headdress, and Properties (THEA 446), and Xiqu Ensemble (MUS 311D/411D), students will learn about the different types of makeup, properties, and musical instruments used in Jingju and Chuanju, how they are designed and made, and the significance of the materials. Makeup must be authentic because it is very specialized. In order to achieve an authentic look, as well as color contrasts, authentic makeup is required. Stage properties must be authentic, in order to ensure that the Jingju and Chuanju movements are correct since movements in these theatre forms are very specific and attention must be paid to every detail and gesture. Musical instruments must be authentic in order to achieve the correct sounds and music required for Jingju and Chuanju.

The only way to procure authentic makeup, properties, and musical instruments is directly from the vendors that produce them in China. However, these vendors do not sell these items to civilians and will only deal directly with individuals associated with Chinese theatre companies. Due to this limitation, the Department of Theatre and Dance will not be able to purchase the required, authentic makeup, properties, and musical instruments utilizing the standard methods

of source selection and requires the assistance of individuals associated with a Xiqu (Chinese "opera"/theatre) company in China.

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

The University has identified an individual to assist the University from the Jiangsu Province Jingju Company in China, who is well established in the theatre industry as an expert in Jingju (Beijing "opera"/theatre) and Chuanju (Sichuan "opera"/theatre) makeup, properties, and musical instruments. This individual regularly deals directly with and has established relationships with makeup, properties, and musical instrument vendors and factories in China.

In order to ensure that the University is receiving the best possible pricing, this individual will visit various factories and vendors to compare and bargain for the lowest prices possible. In addition, the experience that this individual has in procuring these items, along with the relationships that this individual has already established with various vendors will also help to secure the best possible pricing.

Furthermore, the expertise that the individual has in Jingju (Beijing "opera"/theatre) and Chuanju (Sichuan "opera"/theatre) makeup, properties, and musical instruments will ensure that the makeup, properties, and musical instruments are truly authentic, of good quality, and meet the Department of Theatre and Dance's specifications.

Therefore, based on the aforementioned reasons, it would be more practical and advantageous to solicit a proposal from this individual at the Jiangsu Province Jingju Company.

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

As part of the budget for every production mounted in each yearly Kennedy Theatre season, costs related to makeup, properties, and musical instruments for this training program and production have been discussed and approved at regularly scheduled, formal production meetings. Following approvals, the Department will coordinate with entire procurement process with the College of Arts and Humanities Fiscal Office and the Fiscal Office will execute the purchase order and other required documents.

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

Elizabeth Fisher, Chairperson, Department of Theatre and Dance  
Elizabeth Wichmann-Walczak, Director of Theatre, and Xiqu (Chinese "opera"/theatre)  
Production Director

Judy Simpson, Fiscal Administrator, Colleges of Arts and Humanities  
Dawn Wakamura, Administrative Officer, College of Arts and Humanities