

**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 System \_\_\_\_\_ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Consulting and federal relations services relating to actual and potential federal funding of University research.

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

<b>Term of Contract:</b> (If known)	<b>From:</b>	<b>To:</b>	<b>Cost:</b> \$90,000.00 (est.)
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<b>Direct any inquiries to:</b> Department: University of Hawaii System  Contact Name/Title: David W. Lonborg, Executive Assistant  Address: 2444 Dole Street, Bachman 202 Honolulu, Hawaii 96822	<b>Phone Number:</b> (808) 956-8436  <b>Fax Number:</b> (808) 956-9943
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Date Posted: NOVEMBER 29, 2012

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 Hawaii System

(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: \$ 90,000.00

(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.

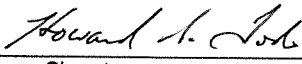
(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:  
  
See attached.

Direct questions to: David W. Lonborg Phone: 808-956-8436

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

David W. Lonborg  
Full Name of Principal Investigator, Department Head, or Administrator  
 Signature  
11/28/12 Date

Blanche Fountain  
Full Name of Fiscal Officer  
 Signature  
11/28/12 Date

APPROVED:  
Howard S. Todo  
Full Name of Vice President or Chancellor  
 Signature  
11/29/12 Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED  DENIED

Mae Seawood  
PRESIDENT, UNIVERSITY OF HAWAII  
12/11/12 DATE

Request for Exemption from Chapter 103D, HRS  
Attachment to OPRPM Form 138

Consulting and Federal Relations Services – Research and Innovation

Description of goods, services or construction:

The University is in need of consulting and federal relations services relating to actual and potential federal funding of University research, including in particular: (1) re-determination of the University's facilities and administration (indirect) cost reimbursement rate under OMB Circular A-21, and (2) the University's participation in the Alpha Magnetic Spectrometer (AMS) experiment and data receiving and analysis in connection therewith. The selected contractor will provide strategic analysis and advice to the President and other senior University decisionmakers and will serve as a liaison between senior University personnel and federal legislative and executive officials. Services will be provided primarily in Washington, D.C.

(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 and not advantageous to the University because of the nature of the services to be provided and the need to proceed quickly. The contractor's effectiveness will depend in significant part on strong and established relationships in Washington, D.C. and Hawaii, familiarity with the University, and technical expertise and experience regarding legislative and administrative processes for federal funding of scientific research. Very few potential contractors possess the necessary combination of expertise and experience, and standard competitive means are not well suited for identifying them. In addition, services are needed as soon as possible. Conducting a standard competitive selection would unnecessarily delay the process.

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

Because of the nature of the services to be provided, consultation with knowledgeable individuals is the most effective way of identifying contractors with suitable experience and expertise. Following consultation by the President and her designees, at least three potential contractors will be contacted and asked to submit information regarding their experience and qualifications. Responses will be compiled by the Executive Assistant to the President and provided to a committee of senior University officers who will review the responses taking into consideration

the following factors: prior experience in the legislative and administrative processes for securing federal funding, prior record of securing federal funding of scientific research, networking and outreach capabilities, administrative support capabilities, and the proposed cost of the services to be provided. Based on the evaluation of the responses received, the committee will provide its assessment of the strengths and weaknesses of each response to the President, who will make a comparative evaluation of the potential contractors and select the contractor who can best meet the University's needs and objectives with respect to the services to be performed.

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

The Office of Procurement and Real Property Management will assist in reviewing a contract with the firm determined by President to match the needs of and that will be most advantageous to the University. Expenditures will be subject to review, approval, and processing in conformity with University expenditure policies and procedures.

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

David Lonborg, Executive Assistant  
Duff Zwald, Director of Procurement  
Blanche Fountain, Director of System Administrative Services  
Howard Todo, Vice President for Budget and Finance/Chief Financial Officer  
M.R.C. Greenwood, President