

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

The President, University of Hawaii, is in the process of reviewing the request from John A. Burns School of Medicine, Department of Surgery / UHM (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:
Moving services for the Department Chair of Surgery appointee, John A. Burns School of Medicine, University of Hawaii at Manoa

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

Term of Contract: (If known)	From: TBD	To: TBD	Cost: \$20,000.00 (est.)
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Direct any inquiries to: Department: John A. Burns School of Medicine Contact Name/Title: Corinne Seymour Chief Administrative Officer Address: 651 Ilalo Street, Medical Education Building 412 Honolulu, Hawaii 96822	Phone Number: (808) 692-1160 Fax Number: (808) 692-1262
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Date Posted: April 29, 2016

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: JOHN A. BURNS SCHOOL OF MEDICINE, DEPARTMENT OF SURGERY
(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 the University of Hawaii, John A. Burns School of Medicine (JABSOM), Chair of Surgery Department to ship household items and two automobiles from Philadelphia, Pennsylvania 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;
The use of SuperQuote is not practical because the appointee is located in Pennsylvania, making it difficult to obtain enough detailed information for SuperQuote RFQ specifications. Quotations are based on visual inspections of items to be moved from the East Coast mainland and prospective moving firms that are able to conduct a visual inspection would get the most accurate quote. The timeframe that the appointee would need the moving services is on short notice, completion of the RFQ process would not allow for an expeditious move from Pennsylvania to Honolulu by the appointee. Further, many mainland moving firms are not registered on SuperQuote nor Hawaii Compliance Express. The registration process, especially for Hawaii Compliance Express, is arduous and time-consuming, which may prove impractical for mainland moving firms performing a one-time Hawaii job. For these considerations, the use of SuperQuote is not practical nor advantageous to the University.

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;
The department will obtain three (3) written quotes from reputable potential vendors in the Pennsylvania area. The lowest bidder 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 does allow for adequate and reasonable competition as the award for moving services would be made to the vendor that provides the lowest bid. The process and method of procurement will be initiated by the Department of Surgery and reviewed and approved by the Office of Fiscal and Administrative Affairs.

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

Kenric Murayama, Chair, Department of Surgery
Maria Chun, Associate Chair, Department of Surgery
Keenan Lee, Procurement Officer
Corinne Seymour, Chief Administrative Officer

Direct questions to: Keenan Lee Phone: 692-1146

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

Kenric Murayama
Full Name of Principal Investigator, Department Head, or Administrator

[Signature] 8/10/2016
Signature Date

Corinne Seymour
Full Name of Fiscal Officer

[Signature] 03/17/16
Signature Date

APPROVED:

Robert Bley-Vroman
Full Name of Vice President or Chancellor
8/03/22/16 ASst 3/22/16

[Signature] 3/22/16
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

[Signature] 5/11/16
APPROVED DENIED
PRESIDENT, UNIVERSITY OF HAWAII DATE