

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 at Manoa, Department of Public Safety _____ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Consultant services to meet the requirements established by the State of Hawaii Governor's Administrative Directive 15-01 dated August 11, 2015 regarding Emergency Management Preparedness requirements for State of Hawaii Departments.

The consultant services will include:

1. Revising the existing UHM Comprehensive Emergency Management Plan (CEMP).
2. Development of a Multi-Year Exercise and Evaluation and Training Program (MYEEP): to include facilitation and evaluation of two (2) Table Top Exercises (TTX's); a limited scale functional exercise, and a full scale exercise.
3. Continuity of Operations Plan (COOP): develop and complete with key stakeholder offices/departments, plans included.
4. Evaluation and revision of the DPS All Hazards Plan that is compliant with the CEMP and Threat and Hazard Identification Risk Assessment (THIRA) that shall also be consistent with existing and pending DPS Policies and Procedural Orders.
5. Submission of Draft and Final Reports upon completion of the deliverables identified, a final executive level Final Report shall be prepared for the Chief of the University of Hawaii at Manoa, Department of Public Safety.

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

Term of Contract: (If known)	From:	To:	Cost: \$160,000.00 (est.)
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Direct any inquiries to: Department: University of Hawaii at Manoa, Department of Public Safety Contact Name/Title: Thad Nakajima, Administrative Services Manager Address: Auxiliary Services 1951 East-West Road Honolulu, Hawaii 96822	Phone Number: (808) 956-2998 Fax Number: (808) 956-4450
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Date Posted: November 24, 2015

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

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

15 NOV 18 11:57

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawaii at Manoa, Department of Public Safety
(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: \$ 160,000

(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: Thad Nakajima Phone: (808) 956-2998

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

Charles Noffsinger [Signature] 10/22/15
Full Name of Principal Investigator, Department Head, or Administrator Signature Date

Thad Nakajima [Signature] 10/22/15
Full Name of Fiscal Officer Signature Date

APPROVED:

Robert Bley-Vroman [Signature] 11/23/15
Full Name of Vice President or Chancellor Signature Date
[Signature] 11/18/15

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

[Signature] 4/4/16

PRESIDENT, UNIVERSITY OF HAWAII DATE



**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS
(Attachment for OPRPM Form 138)**

Description of goods, services, or construction:

Consultant services to meet the requirements established by the State of Hawaii Governor's Administrative Directive 15-01 dated August 11, 2015 regarding Emergency Management Preparedness requirements for State of Hawaii Departments. Services shall include assisting the University of Hawaii at Manoa (UHM) Department of Public Safety (DPS) in upgrading its emergency management plans and processes at the UHM. The scope of work will follow the recommended guidelines identified by the U.S. Federal Emergency Management Agency (FEMA) and the U.S. Department of Education.

Using the guidance established by FEMA, the DOE, and recent requirements established by the State of Hawai'i Governor's Administrative Directive 15-01 regarding Emergency Management Preparedness requirements for State Departments, and references available from the selected offeror, the services will aim to capitalize on further developing a robust emergency management program for an institution of higher education that is in compliance with established references and industry best practices.

The consultant services will include:

- A. Revising the existing UHM Comprehensive Emergency Management Plan (CEMP).
- B. Development of a Multi-year Exercise and Evaluation and Training Program (MYEEP): To include facilitation and evaluation of 2 Table Top Exercises (TTX's), a limited scale functional exercise, and a full scale exercise.
- C. Continuity of Operations Plan (COOP): Develop and complete with key stakeholder offices/departments plans included.
- D. Evaluation and revision of the DPS All Hazards Plan that is compliant with the CEMP and Threat and Hazard Identification Risk Assessment (THIRA) that shall also be consistent with existing and pending DPS Policies and Procedural Orders.
- E. Submission of Draft and Final Reports upon completion of the deliverables identified, a final executive level Final Report shall be prepared for the Chief of DPS.

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

The Governor has an aggressive timetable for implementing requirements as specified in Administrative Directive 15-01. This aggressive timetable will require beginning work as soon as possible. DPS requires a subject matter expert that will allow them to begin work immediately.

Highlights and established timetable of the Governor's Administrative Directive 15-01 are listed below:

- Conduct analysis to determine critical functions
- Develop an Emergency Operations Plan (May 1, 2016)
- Develop or update a Continuity of Operations Plan (May 1, 2016)

- Designate an Emergency Management Officer (EMO) (formerly Civil Defense Coordinator)
- Assign SERT members to support ESFs (primary AND support agency responsibilities)
- Designate Emergency Workers
- Participate in training and exercises

The purpose of these services are not just to fulfill the Governor's directive but to improve the safety of the UHM community. The ability to accomplish the goals as quickly as possible will positively impact the safety level of the campus.

The selected consultant will need to possess and demonstrate knowledge of the UHM Comprehensive Emergency Management Plan as well emergency management processes of the University. The consultant shall also demonstrate direct personal current knowledge on the threats and hazards risks (THIRA) of the UHM campus, and experience and familiarity on the City & County of Honolulu emergency plans, the State of Hawaii emergency management agency plans, Federal Emergency Management Agency (FEMA) supporting documents including the disaster reports and follow up studies from Hurricane Iniki, and the US Army Corps of Engineers studies and reports related to the Manoa stream flood mitigation project.

Procurement by standard competitive means involving the preparation and advertising of a formal Request for Proposals will not permit the University to meet the timetable set forth in the Administrative Directive 15-01 in a sufficiently timely manner to insure compliance with established requirements. As a reasonable alternative, it is proposed that an invitation to submit proposals be extended to potential consultants in this area as identified through research and discussions with other universities and colleges.

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

A University committee of at least THREE (3) members experienced with the Emergency Management Program process will review the proposals received and make the final selection. Criteria and evaluation weighting will be clearly stated in the Invitation. Proposals will be evaluated on the comprehensiveness of the services to be provided, the proposed timeline and schedule for completing the services, the experience of the consultant or team, previous clients, and pricing. All proposal requirements will be clearly identified in the Invitation.

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

The Office of Procurement and Real Property Management will assist in reviewing the Invitation and contract for services with the firm or individual selected by the Committee. Expenditures will be subject to administrative review, approval and processing in conformity with the specifications outlined in the contract and the 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:

- A. Charles Noffsinger, Chief of the University of Hawaii at Manoa Department of Public Safety;
- B. Jimmy Lagunero, Emergency Management Coordinator, University of Hawaii at Manoa Department of Public Safety; and
- C. Randy Tanaka, Director, University of Hawaii at Manoa Campus Services, Commercial Enterprises