

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, Student Life and Development (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:
Breakfast, lunch and beverages for New Student Orientation (NSO) participants. One day orientation sessions to be held on July 29, August 2, August 4, August 5, and August 10, 2016.

Vendor: Sodexo America LLC
(If known)
Address: 9801 Washington Boulevard
Gaithersburg, Maryland 20878

Term of Contract: (If known)	From:	To:	Cost: \$40,000.00 (est.)
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Direct any inquiries to: Department: University of Hawaii at Manoa, Student Life and Development Contact Name/Title: Mandy Westfall-Senda, Coordinator, New Student Orientation Address: Student Life and Development University of Hawaii at Manoa 2465 Campus Road, CC 208G Honolulu, Hawaii 96822	Phone Number: (808) 956-4813 Fax Number: (808) 956-4810
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Date Posted: July 20, 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

RECEIVED

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REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

MINOR CHANCELLOR'S OFFICE

FROM: University of Hawaii at Manoa, Student Life and Development
(Department/Program)

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

Description of goods, services, or construction:

Breakfast, lunch and beverages for New Student Orientation (NSO) participants. One day orientation sessions to be held on July 29, August 2, August 4, August 5, and August 10, 2016.

Estimated Cost: \$ 40,000.00

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

One of the goals of the NSO program is to educate the incoming students that will live on-campus, students that will commute to the campus, as well as the parents of these students, about the the type of food and food services offered through the University of Hawaii at Manoa (UHM) Dining Services, specifically with respect to meal plans offered when attending UHM. A goal of this approach is to teach students about planning and budgeting for food expenses during their time at the UHM. As such, Student Life and Development would like to serve the same food at the NSO sessions that are made available to students if they were to purchase a meal plan while attending UHM. Meal plans are only available from the UHM's contracted vendor, Sodexo America LLC. Procurement by standard competitive means is not practicable or advantageous because Sodexo America, LLC is the only vendor allowed to provide meal plans to students at UHM.

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

Because of the existing contract with Sodexo America, LLC, it is not possible for the UHM Student Life and Development to solicit quotations for this service. However, Student Life and Development will work with Sodexo America, LLC to ensure that the prices for these meals are in line with what is charged to students under the contract and prepare a cost analysis for any meals purchased.

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

The Coordinator of the NSO program will work with Sodexo America, LLC to obtain pricing and ensure that the meals are in line with the contract prices. The Student Life and Development Business Office will assist in reviewing the meal costs prior to approval of any payments.

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

Mandy Westfall-Senda, Coordinator, New Student Orientation
Jill Shigano, Fiscal Administrator

Direct questions to: Mandy Westfall-Senda Phone: 956-4813

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

Mandy Westfall-Senda, Coordinator, NSO
Full Name of Principal Investigator, Department Head, or Administrator

Mandy Westfall-Senda
Signature

7/19/16
Date

Jill Shigano, Fiscal Administrator
Full Name of Fiscal Officer

Jill Shigano
Signature

JUL 19 2016
Date

APPROVED:

Robert Bley-Vroman, Chancellor, University of Hawaii at Manoa
Full Name of Vice President or Chancellor

Robert Bley-Vroman
Signature

7/19/16
Date

8/11/16

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

David I. Kawakami
PRESIDENT, UNIVERSITY OF HAWAII

July 28, 2016
DATE