

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

The President, University of Hawaii, is in the process of reviewing the request from  
UHM Department of Theatre & Dance \_\_\_\_\_ (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 don 405 shi, Nanjing 211000, Jiangsu  
Province, P.R. China

**Term of Contract:**  
(If known)

From:

To:

Cost:

\$18,500.00 (est.)

**Direct any inquiries to:**

Department: UHM Department of Theatre & Dance

Contact Name/Title: Elizabeth Wichmann-Walczak, Professor

Address:

Kennedy Theatre  
1771 East-West Road, Room 113  
Honolulu, Hawaii 96822

Phone Number:

(808) 956-2597

Fax Number:

(808) 956-4234

Date Posted: May 14, 2013

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: 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: \$ 18,500

(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.

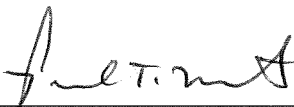
(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and  
Please see attached.

(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.


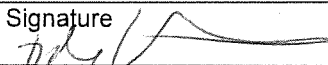
Direct questions to: Elizabeth Wichmann-Walczak Phone: 956-2597

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

Paul Mitri  
Full Name of Principal Investigator, Department Head, or Administrator

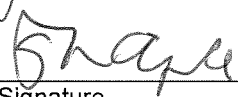
 4/30/13  
Signature Date

Clayton Omuro  
Full Name of Fiscal Officer  
Peter Arnade, Dean

 4/30/13  
Signature Date  
 05/01/2013  
Signature Date

APPROVED:

Thomas Apple  
Full Name of Vice President or Chancellor  
Asstrench 5/1/13

 5/8/13  
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED  DENIED

  
PRESIDENT, UNIVERSITY OF HAWAII

MAY 24 2013

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 & Dance's collection in order to teach, mount, and perform the Jingju (Beijing Opera) play, *Lady Mu and the Yang Family Generals*.

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

The Department of Theatre & Dance will be producing a Jingju (Beijing Opera) play in the Spring of 2014 entitled, *Lady Mu and the Yang Family Generals*. This production requires the use of authentic properties, makeup, 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. For Jingju in particular, in the Chinese 427 course (Chinese Acting Workshop), students will learn about the different types of makeup, properties, and musical instruments used in Jingju, how they are designed and made, and the significance of the materials. Jingju 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 also be authentic, in order to ensure that the Jingju movements are correct since Jingju movement is very specific and attention must be paid to every detail and gesture. Finally, musical instruments must be authentic in order to achieve the correct sounds and music required for Jingju.

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 Chinese theatre company.

**(2) Details of the process or procedures 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) 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) 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 practicable 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 those approvals, the Department will coordinate the entire procurement process with the College of Arts & 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:**

Paul Mitri, Chairperson, Department of Theatre and Dance  
Elizabeth Wichmann-Walczak, Production Director, Beijing Opera  
Clayton Omuro, Fiscal Administrator, College of Arts and Humanities  
Pamela Taura, Administrative Officer, College of Arts and Humanities

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UNIVERSITY OF CALIFORNIA  
RECEIVED