

**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 Hilo Athletic Department _____ (Department/Campus) for exemption
from Chapter 103D, HRS, for the following goods, services, or construction:

Green Fees for participants of the men's and women's UH Hilo Intercollegiate Invitational Golf Tournaments in late
October/early November 2015.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$20,000.00 (est.)
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Direct any inquiries to: Department: University of Hawaii at Hilo Athletic Department Contact Name/Title: Glen Kagamida Business Manager Address: 200 West Kawili Street, Hilo, Hawaii 96720	Phone Number: (808) 974-7543 Fax Number: (808) 974-7711
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Date Posted: October 28, 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

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT
FROM: University of Hawaii at Hilo, Athletic Department
(Department/Program)

UH-HILO
BUSINESS OFFICE
15 OCT 12 P 2:18

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

Description of goods, services, or construction:

Green fees for participants of the men's and women's UH Hilo Intercollegiate Invitational Golf Tournaments in late October/early November 2015. A maximum of 28 Division II teams (16 men and 12 women) from Hawaii and across the United States are expected to participate. The tournament is expected to run for a total of 3 days: Day 1 is the Practice round, Day 2 is the 36 holes and Day 3 is 18 holes.

Estimated Cost: \$ 20,000.00

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

Each participating team will pay for their own green fee expenses which will be included in the entry fee. Standard procurement means would not be practicable because it could result in golf courses that do not fulfill the goal of hosting these tournaments at prestigious golf courses and the distance between each tournament may not be ideal for the visiting teams. The standard procurement seeking the lowest price may also result in golf courses not playable for NCAA DII standards, grounds not well maintained and the location for the mens and womens tournament maybe 25 miles apart. A prestigious golf courses would make this tournament more attractive and challenging for the visiting NCAA DII schools. Also, the location of the golf courses in reasonable proximity of each other would allow the participants of both the mens and womens team to keep the cost to a minimal. Consideration for the greatest value should be an important factor.

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

The UH Hilo Men's Head Coach will contact the prestigious golf courses in the West Hawaii for price quotes based on the most reasonable, economical and meets the criteria for a successful, prestigious tournament. The Coach will get at least three (3) price quotes from vendors that are willing to offer discounted rates, and to dedicate the necessary number of days and rounds of golf to hold this event.

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

Both the Athletic Director and the Golf Coaches will review the requisition and supporting documents which will then be forwarded to the Vice Chancellor for Student Affairs and Chancellor for approval. The document will then be sent to the Business Office for final review.

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

Patrick Guillen, Athletic Director; James DeMello, Head Coach, Women's Golf ; Earl Tamiya, Head Coach, Men's Golf; Glen Kagamida, Athletics Business Manager; Mason Kuo, Fiscal Officer

Direct questions to: Glen Kagamida Phone: 932-7171

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

Patrick Guillen
Full Name of Principal Investigator, Department Head, or Administrator



10/12/15

Signature

Date

Mason Kuo *we*
Full Name of Fiscal Officer



10/12/15

Signature

Date

APPROVED:

Dr. Donald Straney
Full Name of Vice President or Chancellor



21 Oct 15

Signature

Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED



11/10/15

PRESIDENT, UNIVERSITY OF HAWAII

DATE