

**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 UH-Hilo Intercollegiate Invitational Golf Tournament in February 2017.

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

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$45,000.00 (est.)
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Direct any inquiries to: Department: University of Hawaii at Hilo Athletic Department Contact Name/Title: Patrick Guillan, Athletic Director Address: 200 W. Kawili Street Hilo, Hawaii 96720-4091	Phone Number: (808) 932-7170 Fax Number: (808) 932-7169
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Date Posted: December 5, 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

'16 NOV -4 A 8:5

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawaii at Hilo Athletic Department
(Department/Program)

UH-HILO
BUSINESS OFFICE

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

Description of goods, services, or construction:

Greens fees for a UH-Hilo Intercollegiate Invitational Golf Tournament in February 2017. There will be approximately 18 Division II teams from Hawaii and across the mainland United States. The tournament will run for 3 days: Practice round on day 1, then 36 holes on day 2, then 18 holes on day 3.

Estimated Cost: \$45,000.00

(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 competitive means would not be practicable because procurement based on seeking the lowest price could result in a golf course that does not fulfill the goal of hosting a prestigious tournament. The standard procurement seeking the lowest price may also result in a golf course not playable for NCAA DII standards, with grounds not well maintained. A prestigious golf course would make this tournament more attractive and challenging for the visiting NCAA DII schools. 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 Golf Head Golf Coach will contact golf courses in west Hawaii Island 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 willing to offer discounted rates and 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

The Athletic Director and golf coach will review the requisition and supporting documents. The requisition and supporting documents will be forwarded to the Chancellor for approval. The document will then be sent to the UH-Hilo 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
Earl Tamiya, Men's Golf Head Coach
Glen Kagamida, Athletic Dept Business Manager
Mason Kuo, Fiscal Officer and Director, UH Hilo Business Services Office

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  11/3/16
Full Name of Principal Investigator, Department Head, or Administrator Signature Date


Mason Kuo  11/14/16
Full Name of Fiscal Officer Signature Date

APPROVED:

 Dr. Donald Straney  11/15/16
Full Name of Vice President or Chancellor Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED
 12/29/16
PRESIDENT, UNIVERSITY OF HAWAII DATE