

## UNIVERSITY OF HAWAII NOTICE OF EXEMPTION CHAPTER 103D, HRS

The President, University of Hawaii, is in the process of reviewing the request from  
University of Hawaii at Manoa, Office of the Vice Chancellor of Academic Affairs (Department/Campus)  
for exemption from Chapter 103D, HRS, for the following goods and services:

Three (3) year Academic Affairs Module Program Services Agreement

**Vendor:** EAB Global, Inc.  
(If known)  
**Address:**  
2445 M Street NW  
Washington, DC 20037

|  |                     |                   |                       |
|--|---------------------|-------------------|-----------------------|
| <b>Term of Contract:</b><br>(If known) | From: June 23, 2021 | To: June 22, 2024 | Cost:<br>\$153,064.00 |
|--|---------------------|-------------------|-----------------------|

|   |   |
|---|---|
| <p><b>Direct any inquiries to:</b><br/>Department: Office of the Vice Chancellor of Academic Affairs</p> <p>Contact Name/Title: Jenine Isawa, Fiscal Administrator</p> <p>Address: 2500 Campus Road<br/>Hawaii Hall 209F<br/>Honolulu, HI 96822</p> | <p>Phone Number:<br/>(808) 956-0257</p> <p>Fax Number:<br/>(808) 956-7115</p> |
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Date Posted: March 8, 2021

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 Management  
1400 Lower Campus Road, Room 15  
Honolulu, Hawai'i 96822  
email: OPM@hawaii.edu

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS**

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: The Office of the Provost

(Department/Program)

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

Description of goods, services, or construction:

Educational Advisor Board (EAB): Annual Academic Affairs Module Program Services

The EAB Academic Affairs Forum provides Provosts and Academic Affairs staff innovative solutions to their biggest strategic and management challenges. From helping to educate key stake holders on campus to accelerating consensus to supporting the implementation of breakthrough ideas, the Academic Affairs Forum aims to achieve a tangible impact for every member it services. Membership provides access to resources, expert consultants and also onsite visits by Forum staff.

Estimated Cost: \$ 153,064

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

The Office of the Provost currently in a contract with EAB that was previously exempt procurement due to it being considered a membership. We are currently in year 4 of the contract and have established a strong working relationship with EAB. They are knowledgeable of UHM's strategic planning, operations and management needs to be addressed. Discontinuing our membership with EAB to see other options would be considered highly disruptive to our operations and decisions making.

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

We are currently in year 4 of our existing contract and have established a strong working relationship with EAB. Their services have been essential in developing our strategic plan as we prepare for our WASC accreditation visit this year and as we have had to navigate through COVID-19 and upcoming budget restrictions. For the reasons stated in section 1 above, it would be most practicable, effective, and efficient to continue utilizing EAB's academic affairs module program services. The contract extension is for 3 additional years at a reduced price. In terms of pricing and services, the contract extension is consistent with other EAB contracts at UHM (VCAFO C190046 and Outreach College C170059).

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and  
 The Office of the Provost will oversee the services that EAB provides as the first line of contact and communication between the University and EAB, and ensures that UH procedures and policies are properly followed.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:  
 Michael Bruno, Provost  
 Jenine Isawa, Fiscal Administrator

Direct questions to: Jenine Isawa Phone: 956-0257

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

Michael Bruno, Provost  
 Full Name of Principal Investigator, Department Head, or Administrator

Michael Bruno February 16, 2021  
 Signature Date

Jenine Isawa  
 Full Name of Fiscal Officer

Jenine Isawa Digitally signed by Jenine Isawa  
 DN: cn=Jenine Isawa, o=University of Hawaii, ou=Office of the Vice Chancellor for Academic Affairs/Provost Office, email=isawa@hawaii.edu, c=US  
 Date: 2021.02.22 10:24:02 -10'00' Date

APPROVED:  
David Lassner, UH President  
 Full Name of Vice President or Chancellor

David Lassner Digitally signed by David Lassner  
 Date: 2021.03.02 17:21:22 -10'00' Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:  
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APPROVED  DENIED

David Lassner Digitally signed by David Lassner  
 Date: 2021.03.23 14:19:11 -10'00' 3/23/2021  
 PRESIDENT, UNIVERSITY OF HAWAII DATE