

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

The President, University of Hawaii, is in the process of reviewing the request from
Office of the Vice Chancellor for Students, University of Hawaii at Manoa (Department/Campus)
for exemption from Chapter 103D, HRS, for the following goods and services:
Executive search services for the recruitment and selection of a Vice Provost for Enrollment Management for the
University of Hawaii at Manoa.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$135,000.00 (estimated)
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Direct any inquiries to: Department: Office of the Vice Chancellor for Students, University of Hawaii at Manoa Contact Name/Title: Lori Ideta, Interim Vice Chancellor for Students Address: 2600 Campus Road, QLC 409 Honolulu, Hawaii 96822	Phone Number: (808) 956-3290 Fax Number: (808) 956-3292
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Date Posted: November 6, 2020

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: Office of Enrollment Mangement, 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:

See attached

Estimated Cost: \$ 135,000

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

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;

See attached

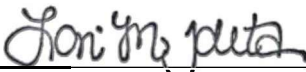
(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and
See attached

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

Direct questions to: Robynn Yokooji Phone: 956-2628

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

Lori Ideta, VC for Students
Full Name of Principal Investigator, Department Head, or Administrator


Signature 11/04/2020
Date

Robynn Yokooji, Fiscal Administrator
Full Name of Fiscal Officer


Signature 11-3-20
Date

APPROVED:

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


Signature 11/6/2020
Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED


PRESIDENT, UNIVERSITY OF HAWAII

Digitally signed by David Lassner
Date: 2020.11.17 13:27:05 -10'00'

November 17, 2020

DATE

Attachment to Form 138: Request for Exemption from Chapter 103D, HRS

Description of goods, services, or construction:

Executive search firm services are needed for the recruitment and selection of a Vice Provost for Enrollment Management for the University of Hawai'i at Mānoa. The search firm will provide expertise in developing the specification, advertisement, and recruitment profile; recruiting the highest caliber of applicants and nominees including the preparation of background materials and vetting of applicants and/or nominees for minimum qualifications and validated credentials; providing assistance with materials necessary for recommended appointment to BOR; and providing appropriate market data.

Estimated Cost: \$135,000

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

Procurement by standard competitive means, involving the preparation and advertising of a formal request for proposals, will not permit the completion of an extensive recruitment and selection process and adherence to internal policies and procedures, in time for the University to make offers of appointment by the Summer of 2021 for this critical leadership position. As a reasonable alternative, it is being proposed that invitations to submit proposals be extended to at least 3 prospective search firms who are well-versed with University of Hawai'i leadership positions and in higher education markets. This competitive but less formal procedure will provide the University, in a timely manner, with a sufficient number of proposals from search firms with the experience and expertise necessary to successfully assist with this critical search.

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

Proposals from responding firms will be reviewed primarily by the President, Provost and Vice Chancellor for Students, taking into consideration the following factors: (1) experience in higher education searches for similar positions, (2) prior record of successful placements at other higher education institutions and/or major organizations, (3) networking and outreach capabilities, (4) administrative support capabilities, (5) ability to meet the search schedule set by the University, (6) proposed costs of the services to be provided, and (7) the quality of the proposal. The President and Provost will select the search firm that best matches the needs of, and that will be most advantageous to, the University.

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

The Office of Procurement Management will assist in reviewing a contract for services with the firm determined by the President and Provost to match the needs of and that will be most advantageous to the University. Expenditures will be subject to review, approval and processing in conformity with specifications of the request for proposals and University expenditure policies and procedures.

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

President, UH, David Lassner

Provost, UHM, Michael Bruno

Vice Chancellor for Students, Lori Ideta

Executive Search Coordinator, Michele Tom

Fiscal Administrator, Robynn Yokooji