

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 Hawai'i at Hilo, Office of the Chancellor (Department/Campus)

for exemption from Chapter 103D, HRS, for the following goods and services:

Executive search services to obtain an Interim Vice Chancellor for Academic Affairs for the University of Hawai'i at Hilo. Services shall include assistance in identifying priorities and attributes of the candidate, facilitate meetings to engage constituents, providing highly qualified candidates, providing due diligence and screening, providing guidance during candidate interviews, and drafting correspondence to candidates. In addition, the Contract will provide general consultation through completion of the appointment process.

Vendor: To be determined
(If known)

Address:

Term of Contract: (If known)	From:	To:	Cost: \$30,000.00 (estimated)
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Direct any inquiries to:

Department: University of Hawai'i at Hilo, Office of the Chancellor

Contact Name/Title: Kalei Rapoza, Interim Director for Strategic Planning and Government Affairs

Address: 200 W. Kawili Street, Admin Bldg. 101
Hilo, Hawai'i 96720

Phone Number:
808-932-7348

Fax Number:
808-932-7338

Date Posted: June 1, 2023

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 MANAGEMENT

FROM: University of Hawai'i at Hilo, Office of the Chancellor
(Department/Program)

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

Description of goods, services, or construction:

Executive search services to obtain an Interim Vice Chancellor for Academic Affairs for the University of Hawai'i at Hilo. Services shall include assistance in identifying priorities and attributes of the candidate, facilitate meetings to engage constituents, providing highly qualified candidates, providing due diligence and screening, providing guidance during candidate interviews, and drafting correspondence to candidates. In addition, the Contract will provide general consultation through completion of the appointment process.

Estimated Cost: \$ 30,000

(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 the world-wide recruitment and selection process in time to permit the University to make offers for an interim appointment by Fall 2023 to this key executive leadership position. As a reasonable alternative, it is proposed that invitations be extended to search firms that are members of the American Council for Education Executive Search Firm Roundtable. The informal procedure should provide the University, in a timely manner, with ample numbers for search proposals from firms with the experience necessary to successfully assist the University in its search for an interim executive.

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

Identify vendors from a list of the American Council for Education Executive Search Firm Roundtable (attached), vendors will be selected based on the firm's executive search experience. An initial list of 18 were narrowed to 13 based on area of search specialty (interim Provost/Chief Academic Officer). Invitations to Submit Proposals will be forward to all 13 firms. Proposals from responding firms will be reviewed by a group designated by the Chancellor. The group will identify 3 vendors based on 1) experience in academic searches for similar interim positions, 2) prior record of successful placements of interim appointments at other higher education institutions, 3) networking and outreach capabilities, 4) roster of highly qualified and available individuals to fulfill the interim appointment, 5) ability to meet the schedule set by the University, 6) the proposed costs of the services to be provided, and 7) the quality of the proposal, and forward the names of the firms in unranked order to the Chancellor for final selection.

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

The Office of Procurement Management will assist in reviewing a contract for services with the firm determined by the Chancellor 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:

Bonnie Irwin, Chancellor
Kalei Rapoza, Interim Director for Strategic Planning and Government Affairs

Direct questions to: Kalei Rapoza Phone: 808-932-7348

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

Bonnie Irwin
Full Name of Principal Investigator, Department Head, or Administrator

Bonnie D. Irwin Digitally signed by Bonnie D. Irwin
Date: 2023.05.28 17:08:57 -07'00'
Signature Date

Carrie P. Masanda
Full Name of Fiscal Administrator

Carrie P Masanda Digitally signed by Carrie P Masanda
Date: 2023.06.01 11:00:42 -10'00'
Signature Date 06/01/23

APPROVED:

Bonnie Irwin
Full Name of Vice President or Chancellor

Bonnie D. Irwin Digitally signed by Bonnie D. Irwin
Date: 2023.05.28 17:10:05 -07'00'
Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED

David Lassner

Digitally signed by David Lassner
Date: 2023.06.15 08:06:05 -10'00'

6/15/23

PRESIDENT, UNIVERSITY OF HAWAII

DATE



PROGRAMS & SERVICES

ROUNDTABLE OF EXECUTIVE SEARCH FIRMS & INSIGHTS

ACE is pleased to provide information and a means of facilitating communication with executive search firms that specialize in higher education. ACE does not evaluate or endorse the services of individual firms.

13 listed

Specialty ▼

MEMBERSHIP & ADVANCEMENT

Abbreviated specialties can be fully viewed by moving your cursor over each abbreviation.

Academic Career & Executive Search

Designed for efficiency and flexibility, our academic executive search and academic career services are high precision but inexpensive. Savings are passed to the client. Executive Search: Six search options for every need and budget. The only constant - a unique search process driven by experienced recruiters, researchers and academics guaranteed to attract the ideal candidate. We work with the client until we find the right fit. Academic Career Services offers critical insight to aspiring higher education candidates. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

Jennifer Muller
PO Box 370485
West Hartford, CT 06119

Telephone: 860-740-2600
Fax:
E-mail: jennifer@acesrch.com

Academic Search

For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

L. Jay Lemmons
1015 18th Street, NW, Suite 510
Washington, DC 20036

Telephone: 202-332-4049
Fax: 202-234-7640
E-mail: Jay.Lemons@academicsearch.org

AGB Search

AGB Search focuses exclusively on higher education leadership. We offer interim appointments to preserve continuity, full search services to help institutions navigate the hiring process, transition assistance to set up leaders for long-term success. Specialties: ADV, CAO, CEO, CFO, CIO, CS/PA, DEAN, GC, SPO, VP

Rod McDavis
1133 20th Street, NW, Suite 300
Washington, DC 20036

Telephone: 804-514-1982
Fax: 202-223-7053
E-mail: rodmcdavis@agbsearch.com

Greenwood/Asher & Associates, Inc.

We are a women-owned executive search firm. Our diverse consulting team has extensive experience in executive search, consulting, and training for all educational markets. Specialties: CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, VP

Jan Greenwood
42 Business Centre Drive, Suite 206
Miramar Beach, FL 32550

Telephone: 850-650-2277
Fax: 850-650-2272
E-mail: jangreenwood@greenwoodsearch.com

Harris Search Associates

Harris Search Associates is a leading global executive search and board advisory consulting firm. Our practice is focused on identifying and attracting leaders to support the growth of clients in the areas of research, science, engineering, academic medicine and commercial enterprises. Clients include the foremost universities, research parks, institutes, academic medical centers and commercial organizations driving global innovation and discovery. Specialties: CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, VP

Jeffrey Harris
4236 Tuller Road
Dublin, OH 43017

Telephone: 614-798-8500
Fax: 614-798-8588
E-mail: jeff@harrisandassociates.com

Hyatt-Fennell, Executive Search

Hyatt-Fennell, Executive Search - led by Marylouise Fennell and Cheryl Hyatt, is a highly successful national and international search firm with offices in Pennsylvania, Florida and Colorado. Together

with a strong support staff and several independent senior academic consultants, they are rich in higher education and recruitment experience. Hyatt-Fennell is well-known and respected for placing top executives with colleges and universities. They partner with their clients to enhance and streamline the search process and provide a commitment to find the right person for each position. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, DEAN, DIR, SPO, VP

Cheryl Hyatt
P. O. Box 214
Conway, PA 15027

Telephone: 724-242-0476
Fax:
E-mail: chyatt@hyatt-fennell.com

Isaacson, Miller

Isaacson, Miller is a national retained search firm specializing in recruiting transformative leadership for mission-driven organizations. With the largest higher education executive search practice in the U.S., its searches have placed some of the most respected and successful presidents, chancellors, deans, department heads and administration professionals in a wide range of universities, colleges, and academic medical centers. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

John Isaacson
263 Summer Street, 7th Floor
Boston, MA 02210

Telephone: 617-262-6500
Fax: 617-262-6509
E-mail: jisaacson@imsearch.com

R. William Funk & Associates

R. William Funk & Associates, is recognized for its unparalleled record in recruiting many of the nation's most esteemed college and university leaders. During the past two decades, no higher education search firm has had a greater impact on college and university leadership nationally than RWFA and its consultants. We have conducted many of the most important university and system President, Provost, VP, and Dean searches in the nation. RWFA was founded on the belief that we are partners with our clients, working towards a mutual goal of advancing the universities and colleges we serve. Specialties: ADV, CAO, CEO, CFO, DEAN, GC, VP

Robert Funk
2911 Turtle Creek Boulevard, Suite 300
Dallas, TX 75219

Telephone: 214-522-1222
Fax: 214-295-3312
E-mail: bill.funk@rwilliamfunk.com

Registry for College and University Presidents

Founded in 1992, the Registry is the "Gold Standard" interim leadership firm in higher education. The Registry has contracts with over 600 former college and university presidents and senior administrators, in over 49 states, all of whom have been selected for membership based upon nominations and pre-screening evaluations. Experience confirms that the Registry interim function increases the probability of success for the permanent president or senior administrator.

Specialties: ADV, CAO, CEO, CFO, CIO, CS/PA, DEAN, GC, SPO, VP

Bryan Carlson
3 Centennial Drive
Site 320
Peabody, MA 01960

Telephone: 978-532-4090
Fax: 978-538-7544
E-mail: bryan@registryinterim.com

Russell Reynolds Associates

Russell Reynolds Associates is an executive search team that helps clients identify and develop future-ready leaders who share the values of an organization and move the business forward. We take a broad, creative approach to identifying potential candidates. We evaluate candidates against both what your needs are and what success looks like across your industry. During the interview stage, we gather feedback and manage candidate expectations-serving as your trusted advisor throughout the entire recruitment process. Specialties: CAO, CEO, CFO, CHAIR, CIO, DEAN, DIR, GC, SPO, VP

Jett Pihakis
1700 New York Avenue, NW, Suite 400
Washington, DC 20006

Telephone: 202-654-7870
Fax:
E-mail: jett.pihakis@russellreynolds.com

Spelman Johnson

Spelman Johnson is a premier executive search firm serving higher education. Recruiting talented leaders, Spelman Johnson's success is strengthened by their deep, diverse relationships and their investment in the development of a leadership pipeline. Specialties: ADV, ATH, CAO, CEO, CFO, CS/PA, DEAN, DIR, SPO, VP

Ellen Hefferman
3 Chapman Avenue
Easthampton, MA 01027

Telephone: 413-529-2895
Fax:
E-mail: eth@spelmanandjohnson.com

Summit Search Solutions, Inc.

Summit is a boutique executive search firm dedicated to serving the higher education and non-profit sectors nationwide. In addition to offering traditional retained search, Summit offers a sourcing model where clients can select components of the search process at an hourly rate or fixed fee. All searches include strategies to identify and attract passive candidates and diverse candidates. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in locations across the country including NY, NC, CO and CA. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

Carrie Coward
P.O. Box 9824
Asheville, NC 28815

Telephone: 828-669-3850
Fax:
E-mail: ccoward@summitsearchsolutions.com

WittKieffer

For over 45 years, Witt/Kieffer has been the nation's leader in executive search for education and healthcare. Witt/Kieffer specializes in senior-level executive search assignments for higher education, healthcare and not-for-profit organizations. Our mission is to identify outstanding leadership solutions for organizations committed to improving the quality of life. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

Lucy Leske
2015 Spring Road, Suite 510
Oak Brook, IL 60523

Telephone: 630-575-6164
Fax: 630-990-1257
E-mail: lleske@wittkieffer.com

American Council on Education

One Dupont Circle NW
Washington, DC 20036
202-939-9300



ACE'S MISSION

ACE is a membership organization that mobilizes the higher education community to shape effective public policy and foster innovative, high-quality practice.

Washington Higher Education

SECRETARIAT

ACE convenes higher education organizations through the Washington Higher Education Secretariat (WHES)

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