

UNIVERSITY OF HAWAII NOTICE OF EXEMPTION CHAPTER 103D, HRS

The President, University of Hawaii, is in the process of reviewing the request from
The Office of the Provost, University of Hawaii at Manoa (Department/Campus)
for exemption from Chapter 103D, HRS, for the following goods and services:
Executive search firm services for the recruitment and selection of the Dean for the School of Ocean and Earth
Science and Technology (SOEST) at the University of Hawaii at Manoa.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$70,000-\$90,000
--	-------	-----	----------------------------

Direct any inquiries to: Department: The Office of the Provost, University of Hawaii at Manoa Contact Name/Title: Jenine Isawa, Fiscal Administrator Address: 2500 Campus Road Hawaii Hall 209 Honolulu, Hawaii 96822	Phone Number: 808-956-0257 Fax Number: 808-956-7115
---	--

Date Posted: January 2, 2024

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: The Office of the Provost, 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: \$ 70,000 - \$90,000

(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: 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 Digitally signed by Michael Bruno
Date: 2023.12.18 13:54:17 -10'00'
Signature Date

Jenine Isawa
Full Name of Fiscal Administrator

Jenine Isawa Digitally signed by Jenine Isawa
DN: cn=Jenine Isawa, c=University of Hawaii Manoa, ou=Office of the Provost, email=isawa@hawaii.edu, c=US
Date: 2023.12.18 13:34:36 -10'00'
Signature Date

APPROVED:

Alexandra French, Chief Business Officer
Full Name of Vice President or Chancellor

Alexandra French Digitally signed by Alexandra French
Date: 2023.12.19 15:56:03 -10'00'
Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED

David Lassner Digitally signed by David Lassner
Date: 2024.01.16 19:18:36 -10'00'

1/16/24

PRESIDENT, UNIVERSITY OF HAWAII

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 the Dean of **School of Ocean and Earth Science and Technology (SOEST)** at University of Hawai'i at Manoa. The search firm will provide additional support and 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 the Board of Regents; and providing appropriate market data. We intend to use the position description from the 2022 search; given time constraints, administration may advertise the position while the search firm selection is completed.

Estimated Cost: \$70,000 - \$90,000

- (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, where possible, by May 2024 for appropriate approval and an August 2024 start date for this critical leadership position. As a reasonable alternative, it is being proposed that invitations to submit proposals be extended to at least three prospective search firms that are well-versed with University of Hawai'i leadership positions, in higher education markets and Ocean and Earth Science and Technology education. 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 especially during this post-pandemic period.
- (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, Search Advisory Committee (SAC) Chair, and Executive Search Coordinator for this search, taking into consideration the following factors: (1) experience in higher education searches for similar positions, (2) prior record of successful placements and tenure of candidates 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 and services. The President and Provost will make the final selection of 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

SAC Chair & College of Social Sciences Dean Denise Konan

SOEST Dean Executive Search Coordinator, Debra Ishii, or designee

Fiscal Administrator, Jenine Isawa