

UNIVERSITY OF HAWAI'I NOTICE OF EXEMPTION CHAPTER 103D, HRS

The Chief Procurement Officer, University of Hawai'i, is in the process of reviewing the request from President's Office, University of Hawaii (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods and services:
Provide search services to assist the University of Hawaii, Office of the President, with the recruitment and selection of an Athletic Director for the Office of Intercollegiate Athletics, University of Hawaii at Manoa, Honolulu, Hawaii.

Vendor/Contractor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$100,000 + direct and indirect expenses (est.)
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Direct any inquiries to: Department: Manoa Office of Business and Finance, University of Hawaii at Manoa Contact Name/Title: Debra Ishii, Assistant to the Senior Executive Address: 2500 Campus Road, Hawaii Hall 119 Honolulu, Hawaii 96822	Phone Number: (808) 956-7500 Fax Number: N/A
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Date Posted: January 21, 2025

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

UNIVERSITY OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

To: Kalbert K. Young, Vice President for Budget & Finance/CFO **Date:** January 21, 2025
Chief Procurement Officer, University of Hawai'i

Via: Office of Procurement Management

From: Office of the President/Manoa Office of Business & Finance, University of Hawaii at Manoa
(Campus & Department/Program)

Vendor/Contractor: TBD

Estimated Amount: \$100,000, plus direct and indirect expenses (est.)

Term of Contract, if applicable: TBD

Pursuant to University Administrative Procedure 8.220, and consistent with Hawaii Revised Statutes §103D-102(b)(4) and Hawaii Administrative Rules Chapter 3-120, the department requests a procurement exemption to purchase the following (attach additional sheets if necessary):

1. Description of the goods or services:

See attached.

2. Explain in detail, why it is not practicable or not advantageous for the University to procure by standard competitive means when multiple sources are available, or by other standard methods of source selection:

See attached.

3. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor:

See attached.

4. Provide a description of the department's internal controls and approval requirements for the exempt procurement:

See attached.

5. Provide a list of department personnel, by position title, who will be involved in the approval process and administration of the contract:

See attached.

6. Direct questions to: Debra Ishii Email Address: debrai@hawaii.edu

Certification: I certify that the information provided herein is true and correct to the best of my knowledge.

Debra Ishii, Assistant to the Senior Executive, Manoa Office of Business & Finance, UH Manoa

Debra Ishii Digitally signed by Debra Ishii
Date: 2025.01.21 11:04:50 -10'00'

Full Name of Principal Investigator, Department Head, or Administrator

Signature Date

Thad Nakajima, Senior Fiscal Specialist, Manoa Office of Business & Finance, UH Manoa

Thad Nakajima Digitally signed by Thad Nakajima
Date: 2025.01.21 14:11:55 -10'00'

Full Name of Fiscal Administrator

Signature Date

APPROVED:
Sandy French, Chief Business Officer, Manoa Office of Business and Finance, UH Manoa

Alexandra French Digitally signed by Alexandra French
Date: 2025.01.21 14:42:30 -10'00'

Full Name of Vice President or Chancellor

Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED
Sandy French
CHIEF PROCUREMENT OFFICER, UNIVERSITY OF HAWAII

January 30, 2025
DATE

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS
SEARCH SERVICES FOR THE RECRUITMENT AND SELECTION OF
THE ATHLETICS DIRECTOR FOR THE UNIVERSITY OF HAWAI'I AT MĀNOA**

(1) Description of the goods or services:

Provide search services to assist the University of Hawai'i Office of the President ("President"), with the recruitment and selection of an Athletic Director for the Office of Intercollegiate Athletics, University of Hawai'i at Mānoa ("UHM"). The President is seeking to hire a company to conduct a national search which shall include, but not be limited to, the following services:

- A. Assessment of needs, establishment of a recruitment profile and recruitment timeline.
- B. Assist in advertisement, recruitment and review of candidate applications.
- C. Provide in-depth vetting of finalists and assist in facilitating the interview process.
- D. Provide consultation and assistance to the search advisory committee and President with the final selection, negotiations and follow up.

(2) Explain in detail, why it is not practicable or not advantageous for the University to procure by standard competitive means when multiple sources are available, or by other standard methods of source selection:

The athletic director position has been vacant since the beginning of December 2024. At that time, the decision was made to delay the recruitment of a new athletic director due to the upcoming transition of the University President (transition occurred in the beginning of January 2025). The goal of the University is to complete the recruitment and selection of the new athletic director by June of 2025.

Standard competitive means (i.e. invitation for bids, requests for proposals) are not practicable or advantageous to the University to obtain the required services. The invitation for bids method of procurement would be too restrictive to the University as this would not allow for conducting of an evaluation of a potential company's past experience in providing the services as set forth above. While the request for proposal process would allow for evaluation and consideration of a company's past experience, the process is time consuming and would not allow the University to make a final selection of an athletic director by the University's target date of June 2025.

(3) Explain in detail, the process that will be or was utilized in selecting the vendor/contractor.

As stated above, standard competitive means is not practicable or advantageous to the University for this engagement. As an alternative, it is being proposed that an invitation to submit proposals be extended to multiple companies that have the required experience in providing the search services for an athletic director required by the University. This competitive but less formal process will provide the University with the ability to obtain a sufficient number of proposals and secure the services of an outside company to assist the University to meet its target date of selecting an athletic director by June 2025.

A public notice along with the invitation to submit proposals will be posted on the State of Hawai'i, Hawai'i Awards and Notices Database. Proposals from responding companies will be reviewed and evaluated by a designated committee made up of internal and external constituents.

The overall evaluation will take into consideration the evaluation criteria set forth in the invitation to submit proposals which may include but not be limited to: (1) a minimum of five (5) years of search experience and demonstrated experience in successfully recruiting intercollegiate executives at the athletic director or higher at accredited higher education institutions; (2) prior record of successful placements at other higher education institutions and/or major organizations, (2) familiarity with current industry standard contract terms and experience assisting Universities and/or major organizations in negotiating the same; (3) experience drafting institutional and candidate profiles; (4) experience conducting thorough background and reference checks; (5) networking and outreach capabilities both nationwide and within Hawai'i, (6) ability to meet the search schedule set by the University; and (7) the proposed cost of the services to be provided, including a willingness to accept the terms outlined in the Invitation to Submit Proposals.

Proposals submitted by responding companies will be reviewed based on the evaluation criteria set forth in the invitation to submit proposals. The committee members will select the company that can best meet the needs of, and that will be the most advantageous to the University in providing the services required.

(4) Provide a description of the department's internal controls and approval requirements for the exempt procurement.

The University of Hawai'i at Mānoa Office of Business and Finance, and Office of Procurement Management will assist in reviewing and executing an agreement for the services.

The President's Office will work closely with the contracted company and will have the overall responsibility for managing and overseeing the work of the company as well as ensuring that the company adheres to the time schedule set forth in the agreement. Lastly, all expenditures made under the agreement will be subject to review and approval by the President's Office and the Mānoa Office of Business and Finance, University of Hawai'i at Mānoa, and will be processed in conformity with the University's policies and procedures.

(5) Provide a list of department personnel, by position title, who will be involved in the approval process and administration of the contract.

Debra Ishii, Assistant to the Senior Executive, Mānoa Office of Business and Finance,
University of Hawai'i at Mānoa
Thad Nakajima, Senior Fiscal Specialist, Mānoa Office of Business and Finance,
University of Hawai'i at Mānoa
Sandy French, Chief Business Officer, Mānoa Office of Business and Finance,
University of Hawai'i at Mānoa
Office of Procurement Management