

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

The President, University of Hawaii, is in the process of reviewing the request from University of Hawaii at Hilo, Office of the Chancellor (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:  
Executive search services relating to the recruitment and selection of a Vice Chancellor for Academic Affairs for the University of Hawaii at Hilo.

**Vendor:** To be determined.  
(If known)  
**Address:**

<b>Term of Contract:</b> (If known)	From: To be determined	To: To be determined	Cost: \$110,000.00 (est.)
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<b>Direct any inquiries to:</b> Department: University of Hawaii at Hilo, Office of the Chancellor Contact Name/Title: Donnette (Lei) Kapono, Interim Exec. Assistant to the Chancellor Address: 200 W. Kawili Street Hilo, Hawaii 96720-4091	Phone Number: (808) 932-7348  Fax Number: (808) 932-7338
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Date Posted: October 7, 2019

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 and Real Property Management  
1400 Lower Campus Road, Room 15  
Honolulu, Hawai'i 96822

19 OCT -2 AM 11:49

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

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawaii 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 are being sought relating to the recruitment and selection of a Vice Chancellor for Academic Affairs for the University of Hawaii at Hilo. Search services shall include assistance in advertising, development of a challenge/opportunities document, identification, recruitment, research and vetting of qualified candidates, providing market data, and the coordination and monitoring of the search process and the screening of candidates. In addition, the Contract will provide general consultation through completion of the search process.

Estimated Cost: \$ \$110,000

(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 of appointment by the Summer 2020 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.

(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 23 were narrowed to 19 based on area of search specialty (Provost/Chief Academic Officer). Invitations to Submit Proposals will be forwarded to all 19 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 positions, 2) prior record of successful placements at other higher education institutions and/or major corporations, 3) networking and outreach capabilities, 4) administrative support capabilities, 5) ability to meet the search 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 and Real Property 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  
Donnette (Lei) Kapono, Interim Executive Assistant to the Chancellor  
Jennifer Stotter, Director of UH Hilo's Equal Employment Opportunity/ Affirmative Action office

Direct questions to: Donnette (Lei) Kapono 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

  
Signature 10-1-19  
Date

Carrie P. Maranda  
Full Name of Fiscal Officer

  
Signature 10/02/19  
Date

APPROVED:

Bonnie Irwin  
Full Name of Vice President or Chancellor

  
Signature 10-1-19  
Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED  DENIED

  
\_\_\_\_\_  
PRESIDENT, UNIVERSITY OF HAWAII 10/21/19 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.

**23 listed**

**Specialty**

### MEMBERSHIP & ADVANCEMENT

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

#### Academic Keys, LLC

Founded by former senior administrators, Academic Keys strength comes from access to and international database of over one million candidates from top tier institutions. Their team has extensive contacts with faculty, staff, and senior administrators from institutions worldwide. Specialties: ATH, CAO, CEO, CHAIR, CIO, DEAN, DIR, VP

Valerie Woodruff  
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Storrs, CT 06268

Telephone: 860-656-6214  
Fax:  
E-mail: [valerie@academicKeys.com](mailto:valerie@academicKeys.com)

#### Academic Search, Inc.

Academic Search is an executive search firm serving higher education institutions and related organizations since 1976. We are committed to excellent executive search and developing the academy pipeline through leadership development. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

Jessica Kozloff  
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Washington, DC 20036

Telephone: 202-332-4049  
Fax: 202-234-7640  
E-mail: [jsk@academic-search.com](mailto:jsk@academic-search.com)

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

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Telephone: 740-593-1804  
Fax: 740-533-4632  
E-mail: [mcdavis@ohio.edu](mailto:mcdavis@ohio.edu)

## 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](mailto:jangreenwood@greenwoodsearch.com)

## Haley Associates Executive Search & Consulting

Haley Associates is a higher education consulting and executive search firm dedicated to providing personalized, high quality services focused on the unique needs of the institutions and leaders we serve. By design we are a boutique firm, committed to working on a limited number of consulting engagements and searches in order to deliver on our commitment to being a client focused practice. When you engage Haley Associates you work directly with the principals of the firm and receive the experience, attention and services you expect and deserve. Specialties: ADV, CAO, CEO, CFO, DEAN, VP

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E-mail: [khaley@haleyassociates.net](mailto:khaley@haleyassociates.net)

## Heidrick & Struggles, Inc.

Heidrick & Struggles is the premier provider of executive search and leadership consulting services,

including culture shaping, executive assessment, succession planning, board effectiveness, leadership development, and leadership strategy. For 60 years, we have focused on quality service and build strong leadership teams through our relationships with clients and individuals worldwide. Our Education and Social Enterprise practice specializes in working with educational, nonprofit, and other related organizations. Specialties: ADV, CAO, CEO, CFO, CS/PA, DEAN, GC, SPO, VP

Ellen Landers  
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Atlanta, GA 30309

Telephone: 404-682-7313  
Fax: 404-577-4048  
E-mail: [elanders@heidrick.com](mailto:elanders@heidrick.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

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## 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

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## Keeling & Associates

K&A is a higher education consulting firm; we work exclusively with colleges and universities, university systems, and higher education professional organizations. Our projects have a common purpose: to improve outcomes in higher education. We accomplish that purpose in different ways - by renewing vision and strategy; advancing innovation in academic programs; strengthening student support services; increasing institutional capacity through executive search services; improving organizational and operational effectiveness; and increasing alignment and synergy in institutional governance. Specialties: DEAN, DIR, VP

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Telephone: 212-542-3209  
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E-mail: [jwalbert@keelingassociates.com](mailto:jwalbert@keelingassociates.com)

## Koya Leadership Partners

Koya Leadership Partners is a leading national retained executive search and consulting firm that partners exclusively with institutions of higher education, mission-driven organizations and social enterprises. Koya serves client institutions on every leadership level. Spanning academic and administrative areas, our expertise and process enable our clients to identify and attract talented leaders who will help define and advance the mission and vision of the institutions they join. Specialties: CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, VP

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Newburyport, MA 01950

Telephone: 6177531800  
Fax:  
E-mail: [asugin@koyapartners.com](mailto:asugin@koyapartners.com)

## Lois L. Lindauer Searches

Lindauer is a global search and talent firm with a true understanding of the nonprofit world and what it takes to succeed in its challenging environment. Our proven success across multi-disciplines includes higher and secondary education; hospitals and academic research centers; think tanks, research facilities and foundations; and advocacy, public service, social justice and other mission-driven nonprofits. Our client list today represents the most prestigious and innovative organizations.

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## Myers McRae Executive Search and Consulting

Myers McRae has earned a national reputation for excellence, consistently identifying and recruiting talented academic and administrative leaders in higher education. Each member of the Myers McRae team has deep knowledge and specialized experience in working in and with higher education institutions. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

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E-mail: [emilymyers@myersmcræ.com](mailto:emilymyers@myersmcræ.com)

## Odgers Berndtson

For over 50 years, Odgers Berndtson has helped some of the world's biggest and best organizations find the senior talent to drive their agendas. We deliver executive search, assessment and development to institutions and organizations around the world. It is because of our deep, non-transactional and lasting partnerships that our clients can acquire, develop and retain their strongest leaders. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, SPO, VP

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Fax: 617-753-9330  
E-mail: [nick.brill@odgersberndtson.com](mailto:nick.brill@odgersberndtson.com)

## Parker Executive Search

Parker Executive Search is a leading global retained executive search firm. We have a national and international client base including college and universities, intercollegiate athletics programs and sports businesses, nationally-recognized academic health science centers, hospitals/health systems, Fortune 500 corporations, privately held startups, and best-in-class not-for-profits. Quality, professionalism, integrity, confidentiality and personalized service are at the core of who we are and what we do. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, DEAN, DIR, GC, SPO, VP

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Atlanta, GA 303258

Telephone: 770-804-1996  
Fax:  
E-mail: [lwilder@parkersearch.com](mailto:lwilder@parkersearch.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  
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Telephone: 214-522-1222  
Fax: 214-295-3312  
E-mail: [bill.funk@rwilliamfunk.com](mailto: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  
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Telephone: 978-532-4090  
Fax: 978-538-7544  
E-mail: [Bryan@registryinterim.com](mailto:Bryan@registryinterim.com)

## Sage Search Partners, LLC

Established in 1999, Sage Search Partners is a retained executive search firm and consultancy serving higher education and non-profit institutions nationwide. We recruit exceptional talent for a wide range of leadership positions and develop lasting relationships with clients and candidates. We are founded on the principal that partnering - with our clients, with candidates, and with each other - leads to the best results in recruitment. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

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Newton, MA 02466

Telephone: 617-964-0406  
Fax:  
E-mail: [pfazli@sagesearch.com](mailto:pfazli@sagesearch.com)

## Storbeck/Pimentel & Associates, LLC

Founded in 2007 as a source for leadership in higher education, Storbeck/Pimentel & Associates is

dedicated to pursuing a rigorous understanding of the culture, challenges, and aspirations of each of our client institutions and to developing a diverse and excellent candidate pool for every search. Specialties: CAO, CEO, CFO, CIO, CS/PA, DEAN, DIR, GC, VP

Shelly Storbeck  
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Media, PA 19063

Telephone: 610-517-2095  
Fax: 610-565-2939  
E-mail: [m.hillen@storbecksearch.com](mailto:m.hillen@storbecksearch.com)

## Success 4 Higher Education

S4HE is to dedicated mentoring, career coaching, collaboration, leadership, professional development, and strategic planning. We customize efficient and cost-effective work plans by designing the infrastructure needed to sustain continuous growth and improvement. We champion best practices in ethical and inclusive decision-making and celebrate the combined successes of the communities we serve. We help you envision and implement the changes needed to reach your goals. Our signature Values-based Academic Leadership Institute is offered annually and can be tailored for individual institutions.

Amy Shachter  
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San Jose, CA 95155

Telephone: 408-666-0429  
Fax: 408-554-2700  
E-mail: [ashachter@s4he.com](mailto:ashachter@s4he.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

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E-mail: [ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)

## The Spelman & Johnson Group

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  
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Easthampton, MA 01027

Telephone: 413-529-2895  
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## William Spelman Executive Search

WSES is an internationally recognized retained search firm with over 25 years of successful search services working with private and public institutions. Identifying and recruiting successful senior level professionals to fulfill institutional missions and strategic plans. Specialties: ADV, ATH, CFO, CIO, DEAN, DIR, SPO, VP

William Spelman  
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Webster, NY 14580-3916

Telephone:  
Fax:  
E-mail: [bill@wspelman.com](mailto:bill@wspelman.com)

## Witt/Kieffer

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

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American  
Council on  
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One Dupont  
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DC 20036

### 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

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# 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.

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**Specialty**

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### Academic Keys, LLC

Founded by former senior administrators, Academic Keys strength comes from access to and international database of over one million candidates from top tier institutions. Their team has extensive contacts with faculty, staff, and senior administrators from institutions worldwide. Specialties: ATH, CAO, CEO, CHAIR, CIO, DEAN, DIR, VP

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including culture shaping, executive assessment, succession planning, board effectiveness, leadership development, and leadership strategy. For 60 years, we have focused on quality service and build strong leadership teams through our relationships with clients and individuals worldwide. Our Education and Social Enterprise practice specializes in working with educational, nonprofit, and other related organizations. Specialties: ADV, CAO, CEO, CFO, CS/PA, DEAN, GC, SPO, VP

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## 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

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## Odgers Berndtson

For over 50 years, Odgers Berndtson has helped some of the world's biggest and best organizations find the senior talent to drive their agendas. We deliver executive search, assessment and development to institutions and organizations around the world. It is because of our deep, non-transactional and lasting partnerships that our clients can acquire, develop and retain their strongest leaders. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, SPO, VP

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