

UNIVERSITY OF HAWAII NOTICE OF EXEMPTION CHAPTER 103D, HRS

The President, University of Hawaii, 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:
Executive search services for the recruitment and selection of a Vice President for Academic Strategy for the
University of Hawaii.

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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<p>Direct any inquiries to: Department: President's Office, University of Hawaii</p> <p>Contact Name/Title: Debra Ishii, Executive Assistant</p> <p>Address: 2500 Campus Road, Hawaii Hall 119 Honolulu, Hawaii 96822</p>	<p>Phone Number: (808) 956-7500</p> <p>Fax Number: N/A</p>
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Date Posted: December 15, 2021

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: UH President's Office

(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: Debra Ishii Phone: 808-956-7500

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

Debra Ishii, Executive Assistant Debra Ann C. Ishii 12/07/2021
Full Name of Principal Investigator, Department Signature Date
Head, or Administrator

Blanche Fountain, Dir of Sys Supp Svcs Blanche Fountain 12/9/21
Full Name of Fiscal Officer Signature Date
Digitally signed by Blanche Fountain
Date: 2021.12.09 07:44:20 -10'00'

APPROVED:
David Lassner, UH President David Lassner Digitally signed by David Lassner
Full Name of Vice President or Chancellor Signature Date
Date: 2021.12.09 08:22:46 -10'00'

FOR OPRPM USE ONLY

OPRPM COMMENTS:

____ APPROVED _____ DENIED

PRESIDENT, UNIVERSITY OF HAWAII

DATE

OPRPM Form 138 Attachment
Request for Exemption from Chapter 103D

Description of goods, services, or construction:

Executive search firm services are needed to supplement the internal efforts for the ongoing recruitment and selection of a Vice President for Academic Strategy for the University of Hawai'i. The search firm will provide additional expertise and support to ensure a comprehensive search has been conducted for this key systemwide position. Work will include conducting a follow-up institutional review and meeting with various individuals and groups, if appropriate; continuing to recruit 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

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 2022 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 especially during this post-pandemic period.

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 and search co-chairs, taking into consideration the following factors: (1) experience in public 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, networking and outreach capabilities, (4) administrative support capabilities including seamless transition for current applicants, (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 co-chairs will select the search firm that best matches the needs of, and that will be most advantageous to, the University.

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 co-chairs 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.

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
- Search Co-Chair & Vice President for Community Colleges, Erika Lacro
- Search Co-Chair & Interim Vice Provost for Academic Excellence for UH Mānoa, Laura Lyons
- Search Support, Debra Ishii and Brenda Shin
- Director, System Administrative Services, Blanche Fountain
- Office of Procurement Management

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