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

The President, University of Hawai'i, is in the process of reviewing the request from (Department/Campus) Cancer Research Center of Hawaii at the University of Hawai'i at Manoa for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Executive search services to assist in the search for a Director of the Cancer Research Center of Hawaii, at the University of Hawai'i at Manoa.

Vendor:
(If known)
Address:

Term of Contract: From: _________ To: _________ Cost: $112,842 (est.)
(If known)

Direct any inquiries to:
Department: Office of the Chancellor
Contact Name/Title: Virginia Hinshaw, Chancellor
Address: 2500 Campus Road, Hawaii Hall 202
Honolulu, HI 96822

Phone Number: 956-7651
Fax Number: 956-4153

Date Posted: November 21, 2008

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
MEMORANDUM

TO: David McClain  
    President

VIA: Duff Zwald  
     Director, Procurement, Real Property and Risk Management

FROM: Virginia S. Hinshaw  
       Chancellor

SUBJECT: REQUEST FOR PROCUREMENT EXEMPTION – CANCER RESEARCH CENTER OF HAWAI’I (CRCH) DIRECTOR SEARCH

SPECIFIC ACTION REQUESTED:

Your approval is requested for an exemption from standard procurement methodology to secure an executive search firm to assist in the search for a Director of the Cancer Research Center of Hawai‘i (CRCH), at the University of Hawai‘i at Mānoa (UH-Mānoa).

RECOMMENDED EFFECTIVE DATE:

The recommended effective date is upon President’s approval.

ADDITIONAL COST:

The fee for such executive search assistance will be stipulated as not to exceed $112,842 which is approximately one-third of the 2007-2008 median salary for this unclassified executive position as provided by the UH-Mānoa Human Resources Office. In addition, costs for reimbursable expenses will be paid within the limits stated in the Request for Proposals.

PURPOSE:

The purpose of this request is to identify an executive search firm to assist in the search for a regular Director to provide stability for the research, administrative, and academic related leadership for the CRCH due to the recent resignation of Dr. Carl-Wilhelm Vogel as Director effective at the end of December 2008.

BACKGROUND:

The resignation of Dr. Carl-Wilhelm Vogel as Director was unanticipated and occurred during a critical time in the Center’s operational cycle. The University is a recipient of an NCI P-30 grant
that gives the UH-Mānoa a National Cancer Institute designation (one of only about 61 in the
country). In order to submit a renewal of the grant by October 2009, additional faculty must be
hired and there must be a regular CRCH Director appointed. Further, this is a critical moment
for the construction of the new Cancer Center in Kaka’ako and, if the University hesitates, the
CRCH stands to lose tobacco tax revenues and the National Institute of Standards and
Technology (NIST) grant of $10 million. It is imperative that the University be permitted to
recruit and fill the Director position immediately.

In order to complete a comprehensive search with outreach to the widest possible pool in the
shortest period of time necessary, an executive search firm is needed to find the best qualified
candidate for this vital position. Securing a search firm under the traditional bidding procedure
would delay the process considerably and leave the University without appropriate full-time,
regular leadership for the CRCH.

The executive search firm will be charged with assisting the search advisory committee and the
University in identifying and recruiting highly qualified candidates in a timely manner through a
series of actions. Specifically, the firm will be asked to assist in (1) the development of a
position description addendum that provides a cogent overview of the UH-Mānoa campus and
Center’s offerings and operations, (2) concisely summarize the opportunities and challenges
associated with the position, (3) elicit a well-qualified and diverse pool of candidates, (4) serve
as a link to candidates and assure complete confidentiality during this recruitment and screening
process, (5) provide relevant market data, and (6) apply stringent research requirements on the
background of each candidate to avoid embarrassing personnel situations experienced by other
universities.

The preparation and advertising of a formal request for proposals, along with the evaluation of
the potentially large number of proposals that may be received, could require several months to
process. A more efficient, yet fair, procurement method being proposed is to informally invite all
search firms that have indicated an interest in providing search services to the UH-Mānoa,
additional search firms identified through a web search, and firms listed as members of the
American Council on Education (ACE) Roundtable of Executive Search Firms. See Attachment
1 for a combined listing of all these firms. This informal procedure should provide the University,
in a timely manner, with an ample number of search proposals from firms who have the
experience necessary to assist the University in its search.

The Office of Procurement and Real Property Management will assist in managing a contract for
services with the firm determined by the UH Mānoa Chancellor’s and Vice Chancellor’s offices
to best match the needs of and be most advantageous to the University.

The requested procurement exemption is considered to be in the best interest of the University
and will allow a more informal and timely solicitation of proposals from qualified vendors. This
action is recommended following a fair and prudent assessment of known potential vendors and
should result in a fair and competitive bid for the required services.
Services from the selected search firm shall include assistance in advertising; development of a challenge and opportunity document; identification, recruitment, research, and vetting of qualified candidates; providing market data; and the coordinating and monitoring of the search process and the screening of candidates. In addition, the Contractor will provide general consultation through completion of the search process.

The proposals submitted will be reviewed by appropriate individuals in the Office of the Vice Chancellor for Research and Graduate Education and the CRCH, in conjunction with the Chancellor. Consideration will be given for prior experience in executive searches for dean/director or higher positions; demonstrated commitment to diversity, equity and cultural values; a history of recruiting and placing candidates in academic cancer centers and/or academic biomedical research units; a history of placing a diverse pool of candidates; an understanding and appreciation of the University of Hawai‘i; networking and outreach capabilities; administrative support capabilities; ability to meet the search schedule set by the University; the proposed cost of the services to be provided; and the quality of the proposal and interpersonal rapport between the firm and the University. In essence, the UH-Mānoa will assess which firm best matches the needs of the University in securing a highly respected director for the CRCH. Based on these evaluations of proposals received, the committee will identify up to three search firms that receive the highest ranking and forward the names of these firms to the Chancellor for final selection.

ACTION RECOMMENDED:

It is recommended that you approve an exemption from standard procurement methodology to secure an executive search firm to assist in the search for a Director of the Cancer Research Center of Hawai‘i (CRCH), at the University of Hawai‘i at Mānoa.

APPROVED / DISAPPROVED:

David McClain  
President  

Date  
12/5/08
UNIVERSITY OF HAWAI‘I AT MĀNOA
LIST OF EXECUTIVE SEARCH FIRMS
REQUESTING CONSIDERATION FOR MĀNOA SEARCHES

DIRECTOR, CANCER RESEARCH CENTER OF HAWAI‘I

1. **Academic Search Consultation Services**
   Bruce T. Alton, PhD
   Senior Consultant
   1825 K Street NW
   Suite 705
   Washington, DC 20006
   Phone: (202) 332-4049
   Fax: (202) 234-7640
   E-mail: bta@academic-search.org
   Web: www.academic-search.org

2. **Alden & Associates, Inc.**
   Betsy Alden
   33 Cottage Street
   Amherst, MA 01002
   Phone: (413) 549-1635
   Fax: (413) 549-1461
   E-mail: betsy@aldenandassoc.com
   Web: www.aldenandassoc.com

3. **A.T. Kearney, Inc.**
   A.T. Kearney Executive Search
   12750 Center Court Dr., Suite 700
   Cerritos, CA 90703
   Phone: (562) 468-1770
   Fax: (562) 468-1777
   Web: www.atkearney.com/

4. **Auerbach and Associates, Inc.**
   Judith Auerbach
   385 Concord Avenue, Suite 103
   Belmont, MA 02478
   Tel:(617) 451-0095
   Fax:(617) 489-9111
   Email: info@auerbach-assc.com
   Web: www.auerbach-assc.com
5. **Ayers & Associates, Inc.**
   George Ayers, PhD
   2001 Jefferson Davis Highway
   Suite 503, Crystal Plaza One
   Arlington, VA 22202
   Phone: (703) 418-2815
   Fax: (703) 418-2814
   E-mail: contactus@ayersandassoc.com
   Web: www.ayersandassociatesinc.com

6. **Boyden Global Executive Search**
   Jeffrey Evans
   344 North Old Woodward, Suite 304
   Detroit, MI 48009
   Phone: (248) 258-0616
   Fax: (248) 258-2823
   E-mail: jevans@boyden.com
   Web: www.boyden.com

7. **DHR International**
   Merritt J. Norvell, Jr. PhD
   Executive VP-Managing Director
   6639 Centurion Drive, Suite 140
   Lansing, MI 48917
   Phone: (517) 886-9010
   Fax: (517) 886-9042
   Email: mnorvell@dhrinternational.com
   Web: www.dhrinternational.com

8. **Diversified Search Ray & Berndtson**
   Kim Morrison
   One Commerce Square
   2005 Market Street, Suite 3300
   Philadelphia, PA 19103
   Phone: (215) 732-6666
   Fax: (215) 568-8399
   Submit RFP online at: http://www.divsearch.com/Contact/RFP_Form.asp
   E-mail: usinfo@rayberndtson.com
   Web: www.divsearch.com

9. **Executive Search World**
   James Ellis, President
   66 Queen Street, Harbor Court
   Suite 1802
   Honolulu, HI 96813
   Phone: (808) 526-3812
   Fax: (808) 523-9356
   E-Mail: info@executivesearchworld.com
   Web: www.executivesearchworld.com
    Jan Greenwood
    42 Business Center Drive, Suite 206
    Miramar Beach, FL 32550
    Phone: (850) 650-2277
    Fax: (850) 650-2272
    E-Mail: jangreenwood@greenwoodsearch.com

11. Heidrick and Struggles International
    Nathaniel J. Sutton
    Managing Partner
    245 Park Avenue, Suite 4300
    New York, NY 10167
    Phone: (212) 867-9876
    Fax: (212) 370-9035
    E-Mail: nsutton@heidrick.com
    Web: www.heidrick.com

12. The Hollander Group
    Sharon Flynn Hollander
    Executive Vice President and COO
    4011 Mansion Dr NW
    Washington, DC 20007
    Phone: 202-270-8772
    Fax: (202) 337-4046
    Email: Sharon@thehollandergroup.net
    Web: www.thehollandergroup.net

13. Inkinen & Associates
    Executive Search and Human Resources Consultants
    Kathryn K. Inkinen, President
    1001 Bishop Street
    Pauahi Tower, Suite 477
    Honolulu, HI 96813
    Phone: (808) 521-2331
    Fax: (808) 521-2380
    E-Mail: kinkinen@inkinen.com
    Web: www.inkinen.com

14. Integrity Search Associates, LLC
    Glenn Niemeyer, PhD
    PO Box 2126
    Grand Rapids, MI 49501-2126
    Phone: (616) 774-4330
    Fax: (616) 242-7591
    E-Mail: niemeyege@integritysearchassociates.com
    Web: www.integritysearchassociates.com
15. **Isaacson, Miller**  
David Bellshaw  
649 Mission Street  
Suite 500  
San Francisco, CA 94105  
Phone: (415) 655-4900/Fax: (415) 655-4905  
Email: dbellshaw@imsearch.com  
Web: www.imsearch.com

16. **JLH Consulting, LLC**  
700 Lake Charles Way  
Atlanta, GA 30075  
Phone: (404) 285-5729  
Fax: (678) 795-9284  
E-Mail: johnhosey@bellsouth.net  
Web: www.johnhosey.com

17. **Jon McRae & Associates, Inc.**  
3333 Riverwood Parkway, Suite 310  
Atlanta, GA 30339  
Phone: (770) 272-9040  
Fax: (770) 272-9204  
E-mail: jma@jonmcrae.com  
Web: www.jonmcrae.com

18. **J. Robert Scott**  
Jonathan Fortescue  
260 Franklin Street  
Boston, MA 02110  
Phone: (617) 563-2770  
Fax: (617) 723-1282  
E-Mail: nancy.martin@fmr.com  
Web: www.j-robert-scott.com

19. **Korn/Ferry International**  
David Shabot  
Office Head  
Education Specialty Practice  
1835 Market Street, Suite 2000  
Philadelphia, PA 19103  
Phone: (215) 496-6666  
E-Mail: ken.kring@kornferry.com  
Web: www.kornferry.com
20. **Kulper & Company, LLC**  
Keith D. Kulper, President  
PO Box 1445  
Morristown, NJ 07960  
Phone: (973) 285-3850  
Fax: (973) 285-3851  
E-Mail: kdk@kulpercompany.com  
Web: www.kulpercompany.com

21. **Lansing and Associates**  
Margot Lansing  
11 Martin Road  
Wellesley, MA 02481  
Phone: (781) 237-1754  
E-mail: margotlansing@comcast.net  
Web: www.lansingassociates.com

22. **MacNaughton Associates**  
Sperry MacNaughton, President  
1155 Via Vallarta  
Riverside, CA 92506-3659  
Phone: (909) 788-4951  
Fax: (909) 788-4953  
E-mail: sperrym@pacbell.net

23. **Maly Executive Search**  
Sandy Ferencz, Vice President, Marketing  
3787-102 Palm Valley Road, Suite 344  
Ponte Vedra Beach, FL 32082  
Phone: (866) 303-6259  
E-Mail: malyexecsearch@bellsouth.net  
Web: www.malyexecsearch.com

24. **Morris & Berger**  
Kristine Morris  
500 North Brand Boulevard, Suite 2150  
Glendale, CA 91203-1923  
Phone: (818) 507-1234  
Fax: (818) 507-4770  
Email: kmorris@morrisberger.com  
Web: www.morrisberger.com/searches.htm
25. Parker Executive Search
   Gary Daugherty
   Senior Vice President
   Five Concourse Parkway, Suite 2440
   Atlanta, GA  30328-5347
   Phone: (770) 804-1996
   Fax: (770) 804-1917
   E-Mail: gdaugherty@parkersearch.com
   Web:  www.parkersearch.com

26. Ray & Berndtson
   Cynthia P. Barth
   One Commerce Square
   2005 Market Street, Suite 3300
   Philadelphia, PA 19103
   Phone: (215) 732-6666
   Fax: (215) 568-8399
   Email: cynthia.barth@rayberndtson.com
   Web:  www.rayberndtson.com

27. Rent Consulting Group, LLC.
    Clyda Rent
    PO Box 220647
    Charlotte, NC 28222-0647
    Phone: (704) 366-2388
    Fax: (704) 366-2303
    Email: crent@rentconsultinggroup.com
    Web:  www.rentconsultinggroup.com

28. R.H. Perry & Associates
    Robert Perry
    2607 31st Street, NW
    Washington, DC 20008
    Phone: (202) 965-6464
    Fax: (202) 338-3953
    Email: matti@rhperry.net
    Web:  www.rhperry.net

29. RPA Inc.
    Richard Allen
    2895 South Reach Road
    Williamsport, PA 17701
    Phone: (800) 992-9277
    Fax: (571) 321-7160
    Email: email@rpainc.org
    Web:  www.rpainc.org
30. **Spelman & Johnson Group**  
Ellen Heffernan  
3 Chapman Avenue  
Easthampton, MA 01027  
Phone: (413) 529-2895  
Fax: (413) 527-6881  
Email: info@spelmanandjohnson.com  
Web: www.spelmanandjohnson.com

31. **Spencer Stuart**  
Kristine M. Johnson  
Education Practice  
2020 Main Street, Suite 350  
Irvine, CA 92614  
Phone: (949) 930-8000  
Fax: (949) 930-8001  
E-mail: kjohnson@spencerstuart.com  
Web: www.spencerstuart.com

32. **Storbeck/Pimentel & Associates**  
1111 Corporate Center Drive  
Ste 106  
Monterey Park, CA 91754  
Phone: (323) 260-5045  
Fax: (323) 260-7889  
E-mail: a.pimentel@storbeckpimentel.com

33. **William Spelman Executive Search**  
William Spelman  
667 Midship Circle  
Webster, NY 14580  
Phone: (585) 787-9742  
Fax: (585) 486-1659  
Email: info@wspelman.com  
Web: www.wspelman.com

34. **Witt/Kieffer**  
2 Park Place  
Suite 1140  
Irvine, CA 92614  
Phone: (949) 851-5070  
Fax: (949) 851-2412  
E-mail: jgauss@wittkieffer.com  
Web: http://www.wittkieffer.com/education/

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