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) Office of the Chancellor, Manoa for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Executive search services, recruitment and selection of the Dean for the College of Arts & Sciences.

Vendor:
(If known)
Address:

Term of Contract:
(If known)
From: 
To: 
Cost: $73,335 (est.)

Direct any inquiries to:
Department: Chancellor
Contact Name/Title: Peter Quigley, Interim Vice Chancellor for Academic Affairs
Address: 2500 Campus Road, #209
Honolulu, HI 96822

Phone Number: 956-8447
Fax Number: 956-7115

Date Posted: December 24, 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

VIA: Virginia S. Hinshaw
    Chancellor

FROM: Peter Quigley
    Interim Vice Chancellor for Academic Affairs

SUBJECT: REQUEST FOR PROCUREMENT EXEMPTION – DEAN, COLLEGE OF ARTS AND SCIENCES

Your approval is requested for an exemption from standard procurement methodology to secure an executive search firm to assist in the search for the Dean, College of Arts and Sciences, at the University of Hawai‘i at Mānoa.

Description of Goods and Services:

Services 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.

Alternative Procurement Procedure:

To be determined through an informal request for proposal process.
Projected Cost:

The fee for such executive search assistance will be stipulated as not to exceed $73,335 which is approximately one-third of the 2007-2008 median salary for comparable positions as provided by the Office of Human Resources.

In addition, costs for administrative and reimbursable expenses will be paid within the limits stated in the Request for Proposals.

Explanation Describing How Procurement by Traditional Advertised Bidding is Either Not Practicable or Not Advantageous to the University:

There have been extensive discussions for the past year about the reorganization of the Colleges of Arts and Sciences. On September 30, 2008, the Arts and Sciences Transition Team submitted a report to the Chancellor indicating that a Hybrid Model organization, as compared to the Academic or Functional Models, be adopted. This Hybrid Model would combine the current four colleges of Arts and Sciences and the School of Pacific and Asian Studies into a single administrative structure similar to peer and benchmark institutions. This reorganized College would be led by a Dean of the College of Arts and Sciences. The Report of the Transition Team was shared widely shared and discussed with affected constituencies throughout the fall semester.

After careful consideration and consultation, Chancellor Hinshaw accepted the Transition Team’s report and steps are now underway to officially reorganize the Colleges of Arts and Sciences. A reorganization plan has been completed. Consultation with the unions will occur shortly.

It is imperative that the University be permitted to immediately recruit a dean of the re-organized College of Arts and Sciences. Given the financial constraints of the times, the filling of this position quickly could result in substantial savings to the University. In addition to the cost savings, the immediate filling of this position could result in increased coordination of liberal arts programs and offerings and a more orderly transition. Dr. Richard Dubanoski, dean of the College of Social Sciences, has indicated he plans to retire in 2009. Deans Thomas Bingham (Arts and Humanities), Joseph O’Mealy (Languages, Linguistics and Literature), Edward Shultz (Pacific and Asian Studies), and Alan Teramura (Natural Sciences) are all interim positions.

In order to complete a comprehensive search with outreach to the widest possible pool in the shortest period of time, 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 leadership for the College of Arts and Sciences.
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 College 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 University of Hawai‘i at 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.

Details of the Process or Procedures to be Followed in Selecting the Vendor to Ensure Maximum Fair and Open Competition to the Extent Practicable:

The proposals submitted will be reviewed by appropriate individuals in the office of the Vice Chancellor for Academic Affairs. 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 Arts and Sciences, 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, an assessment of which firm best matches the needs of the University in securing a highly respected Dean for the College of Arts and Sciences. Based on these evaluations of proposals received, the Vice Chancellor for Academic Affairs will identify up to three search firms that receive the highest ranking and forward the names of these firms to Chancellor Virginia Hinshaw for her final selection.
A Description of the University’s Internal Controls and Approval Requirements for the Exempted Procurement:

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.

[Signature]
David McClain
President, University of Hawai‘i

Date: 1/9/09

Attachment: 1

c: AVC Joanne Clark
UNIVERSITY OF HAWAI'I AT MĀNOA
LIST OF EXECUTIVE SEARCH FIRMS
REQUESTING CONSIDERATION FOR MĀNOA SEARCHES

DEAN, COLLEGE OF ARTS AND SCIENCES

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

   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/

   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
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
10. **Greenwood/Asher & Associates, Inc.**  
    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: niemeyeg@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

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: matt@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/

Revised 12/19/08