UNIVERSITY OF HAWAII
NOTICE OF EXEMPTION FROM STANDARD METHODS OF SOURCE SELECTION

The Vice President for Budget and Finance/Chief Financial Officer, University of Hawaii, is in the process of reviewing the request from University of Hawaii at Hilo, Office of the Chancellor for exemption from Standard Methods of Source Selection for the following goods, services, or construction:

Executive search firm services relating to the recruitment of a Vice Chancellor for Academic Affairs for the University of Hawaii at Hilo.

Vendor: To be determined
(If known)
Address:

Term of Contract: From: ------- To: -------
(If known)
Cost: $75,000 (est.)

Direct any inquiries to:
Department: University of Hawaii at Hilo Business Office
Contact Name/Title: Marie Honda / Administrative Officer
Address: 200 West Kawai Street, BO-113, Hilo, HI 96720
Phone Number: 808-974-7441
Fax Number: 808-974-7713

Date Posted: January 10, 2011

Submit written objections to this notice to issue an exemption from Standard Methods of Source Selection, within seven (7) calendar days from the date posted to:

Office of Procurement and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawai‘i at Hilo, Office of the Chancellor

Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

Description of goods, services, or construction:

Executive search firms services are being sought relating to the recruitment of a Vice Chancellor for Academic Affairs for the University of Hawai‘i 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: $75,000

(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 appointments by the Fall 2011 to this key executive leadership position. As a reasonable alternative, it is being 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 and other considerations. An initial list of 30 were narrowed to 14 based on area of search specialty (Provost/Chief Academic Officer), 11 firms were identified that met the requirements. Requests for proposals will be forwarded to each of the firms. Proposals from responding firms will be reviewed by a group designated by the Chancellor. The group will identify 3 vendors based on experience in academic searches for similar positions, prior record of successful placements at other higher education institutions and/or major corporations, networking and outreach capabilities, administrative support capabilities, ability to meet the search schedule set by the University, the proposed costs of the services to be provided, and the quality of the proposal; and forward the names of the firms in unranked order to the Chancellor for final selection.

(Attach Additional Sheets if Necessary)
(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 best 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:

Chancellor, Donald O. Straney
Vice Chancellor for Administration, Debra L. Fitzsimons
Director of Procurement, Duff Zwald
Director of Business Service, Marie N. Honda

Direct questions to: Marie N. Honda  Phone: 808-974-7441

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

Debra L. Fitzsimons, Vice Chancellor for Admin.  Signature  1-6-11

Marie N. Honda, Director of Business Services  Signature  1/7/11

APPROVED:
Donald O. Straney, Chancellor UHH

Full Name of Vice President or Chancellor  Signature  6 Jan 11

FOR OPRPM USE ONLY

OPRPM COMMENTS:
Recommend Approval.

✓ APPROVED  __ DENIED

Howard

DATE

VICE PRESIDENT FOR BUDGET & FINANCE/CHIEF FINANCIAL OFFICER UNIVERSITY OF HAWAII
Roundtable of Executive Search Firms

ACE is pleased to provide information on 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.

14 listed

Specialty: Provost/Chief Academic Officer
Abbreviated specialties can be fully viewed by moving your cursor over each abbreviation.

Academic Search, Inc.
Academic Search Consultation Service is a higher education executive search organization serving the needs of colleges and universities for nearly three decades. Specialties: ADV, CEO, CFO, CHAIR, DEAN, GC, VP
Paul Choy
1835 K Street, NW
Suite 705
Washington, DC 20006
Telephone: (202) 532-4069
Fax: (202) 234-7669
E-mail: pchoy@academic-search.com

Association of Community College Trustees
Specialties: CFO, CEO
J. Brown
3232 20th Street, NW
Suite 301
Washington, DC 20036

Greenwood/Asher & Associates, Inc.
Greenwood/Asher & Associates provides executive search, consulting, and training services for public and private higher education institutions, with primary focus on executive and senior-level searches. Specialties: ADV, ATH, CEO, CFO, CHAIR, CHIEF, DEAN, GC, OTH, SPD, VP
Jan Greenwood
40 Business Center Drive
Suite 206
Norwalk, CT 06850
Telephone: (800) 950-2277
Fax: (800) 950-2272
E-mail: jan.greenwood@NorwalkMkt.com

Harris & Associates/JIC Partners
Harris/JIC Partners is a leading executive search and advisory firm in the field of higher education and academic medicine. Our firm includes consultants from the largest, most well respected retained search organizations and highly respected, former university Presidents, Provosts, Deans, Provosts, and other senior-level searchers. Specialties: ADV, ATH, CEO, CFO, CHAIR, CHIEF, DEAN, GP, OTH, SPD, VP
Jeffrey Harris
4326 Tyler Road
Dayton, OH 45417
Telephone: (610) 738-8500
Fax: (610) 738-8503
E-mail: jharris@harrisassociates.com

Heidrick & Struggles International, Inc.
Specialties: ADV, CFO, CEO, CTO, DEAN, GC, OTH, SPD, VP
Edwin Brown
303 Peachtree Street, NE
Suite 4300
Atlanta, GA 30308
Telephone: (404) 577-0946
Fax: (404) 577-0946
E-mail: edbrown@heidrick.com

Isaacson, Miller
Isaacson, Miller is a national retained search firm serving mission-driven organizations, with a specialty in recruiting presidents, provosts, and deans for colleges and universities. Specialties: ADV, CFO, CEO, CHAIR, CTO, DEAN, GC, OTH, SPD, VP
John Isaacson
334 Beacon Street, Suite 500
Boston, MA 02116
Telephone: (617) 262-6500
Fax: (617) 262-6500
E-mail: jisaacson@imsearch.com

Kobe & Company
Serving Higher Education since 1997, Kobe & Company, Higher Education Management Consultants, specializes in contingency and retained executive search and has recruited numerous executives and Management searches including: Chief Financial Officers, VP level executives and key mid-level executives. Kobe & Company has demonstrated expertise in completing assignments on behalf of public, private and proprietary higher education institutions. We also have a unique niche in interim staffing at the executive level. Specialties: ADV, ATH, CEO, CFO, CHAIR, CTO, CFP, DEAN, DIR, GC, OTH, SPD, VP

http://www.acenet.edu/resources/esr_members/index.cfm?spec=... 1/4/2011
Rent Consulting Group, LLC
Rent Consulting Group, LLC, provides consultation in executive search, organizational and
leadership development, and marketing and strategic planning, especially for public and private
higher education institutions and other non-profit and for-profit organizations. Specialties: CAO,
CEO, CHAIR, CSWA, DEAN, DIR, DTH, VP
Chris Pitts
PO Box 220647
Charlottesville, VA 22922-0647
Telephone: (703) 366-2348
Fax: (703) 366-2360
Email: cpitts@rentconsultinggroup.com

S2G-The Spelman & Johnson Group
Providing search consulting to nearly 400 higher education institutions since 1991. Offering
unrivalled administrative and academic search services, from ad hoc consultation to full retained
search. Specialties: ADV, CAO, CEO, DEAN, DIR, VP
Ellen Johnson
1734 Chapman Avenue
Southhampton, MA 01375
Telephone: (413) 529-2895
Fax: (413) 529-2893
Email: info@spelmanandjohnson.com

Sage Search Partners, LLC
Sage Search Partners, LLC. Sage Search Partners, LLC specializes in senior level searches for
academic institutions and related non-profit organizations. Specialties: CAO, CFO, DEAN, DIR, SPO. VP
Paula Hartley Fazli
19 Hawthorne Avenue
Newton, MA 02466
Telephone: (617) 964-0406
Fax:
Email: pfazli@sagesearch.com

Storbeck/Pimentel & Associates, Inc.
With over 100 years of combined service, Storbeck/Pimentel is a nationally recognized, deeply
experienced firm supporting leadership searches in education and not-for-profit. Specialties: ADV,
CAO, CEO, CFO, DEAN, DIR, VP
Alberto Pimentel
111 Corporate Center Drive
Suite 106
Monterey Park, CA 91754
Telephone: (323) 260-1541
Fax: (323) 788-7889
Email: apimentel@storbeckpimentel.com

Storbeck/Pimentel & Associates, LLC
With over 100 years of combined service, Storbeck/Pimentel is a nationally recognized, deeply
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CAO, CEO, CFO, DEAN, DIR, VP
Shelby Storbeck
1900 North Providence Road
Suite 6000
Medina, PA 21903
Telephone: (610) 566-2910
Fax: (610) 566-2939
Email: lystorbeck@storbeckpimentel.com

Witt/Kieffer
Witt/Kieffer, the nation's ninth-largest executive search firm, focuses on college, university and
not-for-profit senior-level searches, including presidents, CEO, deans, and chief development
officers. Specialties: ADV, CAO, CEO, CFO, CDO, DEAN, GC, VP
John Thornburgh
2015 Spring Road
Suite 510
Oak Brook, IL 60523
Telephone: 412-296-2666
Fax: 412-296-5699
Email: jthorn@wittkieffer.com

Witt/Kieffer
Witt/Kieffer, the nation's ninth-largest executive search firm, focuses on college, university and
not-for-profit senior-level searches, including presidents, CEO, deans, and chief development
officers. Specialties: ADV, CAO, CEO, CFO, CDO, DEAN, GC, VP
Lucy Leslie
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Oak Brook, IL 60523
Telephone: (630) 575-6164
Fax: (630) 990-1250
Email: lleslie@wittkieffer.com
Roundtable of Executive Search Firms

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.

30 listed

Specialty -- All Search Firms--

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

Academic Search, Inc.

Academic Search Consultation Service is a higher education executive search organization serving the needs of colleges and universities for nearly three decades. Specialties: ADV, CAO, CEO, CFO, DEAN, GC, VP

Paul Chou
1825 K Street, NW
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E-mail: phlc@academic-search.com

Alden & Associates, Inc.

Alden & Associates is a higher education firm that specializes in intercollegiate athletics executive search and consulting for colleges, universities and athletics conferences. Specialties: ATH, CS/PA, GC

Betsy Alden
25 Sterling Road
Florence, MA 01035

Telephone: (413) 549-1635
Fax: (413) 549-1461
E-mail: betsy@aldenandassoc.com

Archer ~ Martin Associates

Nancy Archer-Martin
PO Box 792
Nantucket, MA 02554

Telephone: (508) 498-2663
Fax: (508) 228-0445
E-mail: nantucketnetwork@gmail.com

Association of Community College Trustees

Specialties: CAO, CEO

J. Brown
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Washington, DC 20036

Telephone: (202) 775-4667 ext. 125
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Auerbach Associates


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Ayers & Associates, Inc.

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2001 Jefferson Davis Highway
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Brill Neumann Associates, Inc.

Elizabeth Neumann
312 Stuart Street
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David Shefrin & Associates

David Shefrin & Associates (DS&A) is the country’s leading team of professionals specializing exclusively in the purchase and sale of private career colleges and the recruitment of senior management executives in the post-secondary education sector. Our retained and contingent executive search successes within higher education (over 300 and counting) over the past 10 years include: CEO, COO, CTO, Founding Chair, Campus President, Executive Director, Director of Admissions, Director of Education, Academic Dean, Online President, Online Academic Dean among others.

David Shefrin
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Diversified Search Odgers Berndtson

The Diversified Search Companies undertakes assignments for academic leaders through vice presidents and directors for private and public research universities, comprehensive universities, liberal arts colleges, and independent schools.

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EFL Associates

Jason Meschke
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Leawood, KS 66211-2672

Telephone: (913) 451-8866
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Greenwood/Asher & Associates, Inc.

Greenwood/Asher & Associates provides executive search, consulting, and training services for public and private higher education institutions, with primary focus on executive and senior-level searches. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, DEAN, GC, OTH, SPO, VP

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Suite 206
Miramar Beach, FL 32550

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Harris & Associates/IIC Partners

Harris / IIC Partners is a leading executive search and advisory firm in the field of higher education and academic medicine. Our firm includes consultants from the largest, most well recognized retained search organizations and highly respected, former university Presidents, Provosts, Deans, Practicing Physicians, and Department Chairs from across the country.
Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

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Dublin, OH 93017

Telephone: (614) 798-8500
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E-mail: jeff@harrisanandassociates.com

Heidrick & Struggles International, Inc.

Specialties: ADV, CAO, CEO, CFO, CIO, DEAN, GC, SPO, VP

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Isaacson, Miller

Isaacson, Miller is a national retained search firm serving mission-driven organizations, with a specialty in recruiting presidents, provosts, and deans for colleges and universities. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

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J. Robert Scott Executive Search

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Janet Wright & Associates Inc.

Founded in 1995, Janet Wright & Associates specializes in senior-level recruiting for mission-driven organizations in the public and not-for-profit sectors, primarily colleges and universities.

Janet Wright
174 Bedford Road
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E-mail: admin@jwasearch.com

Korn/Ferry International

Korn/Ferry International works domestically and internationally on a variety of higher education-related assignments, including recruitment of presidents and chancellors.

Kenneth Kring
1835 Market Street
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Fax:
E-mail: ken.kring@kornferry.com

Kube & Company

Serving Higher Education since 1997, Kube & Company, Higher Education Management Consultants, specializes in contingency and retained executive search and has resolved numerous customized Executive and Management searches including: Chief Level Officers, VP level
executives and key mid level executives. We have demonstrated expertise in completing assignments on behalf of public, private and proprietary higher education institutions. We also have a unique niche in interim staffing at the executive level. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CEO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

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R. William Funk & Associates
William Funk
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E-mail: bill.funk@rwilliamfunk.com

RPA Inc.
RPA Inc. specializes in providing institutionally tailored presidential, advancement, cabinet officer, and search and fund-raising consulting for public and private colleges and universities and education-related organizations.

Richard Allen
2995 South Reach Road
Williamsport, PA 17701
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E-mail: richard@rpainc.org

Registry for College and University Presidents
The mission of the Registry for College and University Presidents is to place interim presidents and senior administrators in colleges and universities, with the goal of achieving solid leadership transitions.

Bryan Carlson
2995 South Reach Road
Williamsport, PA 17701
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Fax: (978) 538-7544
E-mail: becarlson@comcast.net

Rent Consulting Group, LLC
Rent Consulting Group, LLC, provides consultation in executive search, organizational and leadership development, and marketing and strategic planning, especially for public and private higher education institutions and other non-profit and for-profit organizations. Specialties: CAO, CEO, CHAIR, CS/PA, DEAN, DIR, OTH, SPO, VP

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E-mail: MTydings@RussellReynolds.com

SJG-The Spelman & Johnson Group
Providing search consulting to nearly 400 higher education institutions since 1991. Offering unrivaled administrative and academic search services, from ad hoc consultation to full retained search. Specialties: ADV, CAO, DEAN, DIR, VP

Ellen Heffernan
3 Chapman Avenue
Telephone: (413) 529-2895
Fax:
Sage Search Partners, LLC

Sage Search Partners, LLC: Sage Search Partners, LLC specializes in senior-level searches for academic institutions and related not-for-profits. Specialties: CAO, CFO, DEAN, DIR, SPO, VP

Paula Hurley Fazli
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Newton, MA 02466

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Storbeck/Pimentel & Associates, Inc.

With over 100 years of combined service, Storbeck/Pimentel is a nationally recognized, deeply experienced firm supporting leadership searches in education and not-for-profit. Specialties: ADV, CAO, CEO, CFO, DEAN, DIR, VP

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1111 Corporate Center Drive
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Telephone: (323) 260-5041
Fax: (323) 260-7889
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Storbeck/Pimentel & Associates, LLC

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Shelly Storbeck
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Fax: (610) 565-2993
E-mail: s.storbeck@storbeckpimentel.com

William Spelman Executive Search

William Spelman Executive Search is a national retained search firm that focuses on partnering with institutions to identify, recruit, and hire leaders. Specialties: ADV, DIR, OTH, VP

William Spelman
667 Midship Circle
Webster, NY 14580-3916

Telephone: (585) 787-9742
Fax: E-mail: bill@wspelman.com

Witt/Kieffer

Witt/Kieffer, the nation’s ninth-largest executive search firm, focuses on college, university and not-for-profit senior-level searches, including presidents, CEO, deans, and chief development officers. Specialties: ADV, CAO, CEO, CFO, CIO, DEAN, GC, VP

Lucy Leske
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E-mail: lleske@wittkieffer.com

Witt/Kieffer

Witt/Kieffer, the nation’s ninth-largest executive search firm, focuses on college, university and not-for-profit senior-level searches, including presidents, CEO, deans, and chief development officers. Specialties: ADV, CAO, CEO, CFO, CIO, DEAN, GC, VP

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