The President, University of Hawaii, is in the process of reviewing the request from University of Hawaii at Manoa, Office of the Chancellor (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:
Executive search services for the recruitment of an Athletic Director for the University of Hawaii at Manoa, Honolulu, Hawaii.

<table>
<thead>
<tr>
<th>Vendor: To be determined.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

| Term of Contract: From: To: Cost: |
|-----------------------------|-----|--------|
| (If known)                  |     | $90,000.00 (est.) |

Direct any inquiries to:
Department: University of Hawaii at Manoa, Office of the Chancellor
Contact Name/Title: James Nishimoto, Executive Assistant to the UHM Chancellor
Address: Hawaii Hall 202
         2500 Campus Road
         Honolulu, Hawaii 96822

Date Posted: August 16, 2012

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, Hawaii 96822
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawaii at Manoa, Office of the Chancellor

(Please provide department/program name)

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: $90,000.00

(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:  James Nishimoto              Phone:    956-2697

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

James Nishimoto                      08-15-12
Full Name of Principal Investigator, Department Head, or Administrator

Signature                                Date

Alexandra French                        08-15-12
Full Name of Fiscal Officer

Signature                                Date

APPROVED:

Tom Apple                                     8/16/12
Full Name of Vice President or Chancellor

Signature                                Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval


☑ APPROVED       DENIED

M. Zemano                                 9/6/12
PRESIDENT, UNIVERSITY OF HAWAII DATE
Request for Exemption from 103D, HRS
(Executive Search Firm Services for the Position of Athletic Director,
University of Hawai‘i at Mānoa (UHM))

Description of goods, services, or construction:

Executive search services are being sought relating to the recruitment of an Athletic Director for the University of Hawai‘i at Mānoa. Search services shall include assistance in advertising, development of a document citing the challenges and opportunities that a successful candidate may face as athletic director; 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 selected firm will provide general consultation through completion of the search process.

(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 as early as December 2012 or no later than Spring/Summer 2013. Delays in the recruitment process created by the procurement procedures will delay the University’s ability to make an appointment to this key executive leadership position. As a reasonable alternative, it is being proposed that invitations be extended to search firms who are identified as members of the American Council on Education (ACE) Roundtable of Executive Search Firms that provide executive search services to colleges and universities. The informal procedure should provide the University, in a timely manner, with ample numbers of search proposals from firms who have 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:

The search process will begin with contacting the search firms (see attached) who are listed by the American Council on Education (ACE) Roundtable of Executive Search Firms, firms that may have expressed interest, and other executive search firms specializing in the conduct of searches for intercollegiate athletic sports executives as may be identified. Expressions of interest from other interested search firms will be accepted. Requests for Proposals (RFP) for the Athletic Director, UHM, will be forwarded to the firms identified by ACE and others that express an interest. A committee of from three to five (3-5) members experienced in the conduct of an executive search will review RFP responses taking into consideration: the firm’s prior experience in executive searches for similar positions, prior record of successful placements at other higher education
institutions and/or major athletic related corporations, networking and outreach capabilities, executive search 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. Based on their evaluation of the proposals received, the committee will identify no more than three of the search firms and forward the names of the firms and the committee assessment of the strengths and weaknesses in unranked order to the Chancellor for final selection. The Chancellor will select from among the three recommended firms.

(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.

UHM Vice Chancellor for Administration, Kathleen Cutshaw
Executive Assistant to the UHM Chancellor, James Nishimoto
Director of Procurement Duff Zwald
UHM Director of Finance and Accounting Alexandra French
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.

29 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

Jessica Kozloff
1825 K Street, NW
Suite 705
Washington, DC 20006

Telephone: (202) 332-4049
Fax: 
E-mail: jsk@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 Martin
PO Box 792
Nantucket, MA 02554

Telephone: (508) 325-6161
Fax: (508) 228-0445
E-mail: nancy@archermartinassociates.com

Auerbach Associates

Judith Auerbach
385 Concord Avenue
Suite 103
Belmont, MA 02478

Telephone: (617) 451-0095
Fax: (617) 451-5199
E-mail: judith@auerbach-assc.com

Ayers & Associates, Inc.
George Ayers  
2001 Jefferson Davis Highway  
Suite 503, Crystal Plaza One  
Arlington, VA 22202  
Telephone: (703) 418-2815  
Fax: (703) 418-2814  
E-mail: george.ayers@ayersandassoc.com

Baker and Associates
Jerry Baker  
4799 Olde Towne Parkway  
Suite 202  
Marietta, GA 30068  
Telephone: (770) 395-2761  
Fax:  
E-mail: jbaker@baasearch.com

Brill Neumann Associates, Inc.
Elizabeth Neumann  
607 Boylston Street  
Boston, MA 02116  
Telephone: (617) 753-1810  
Fax: (617) 753-9330  
E-mail: liz@brillneumann.com

CarterBaldwin Executive Search
CarterBaldwin Executive Search, a nationally recognized leader in executive search, specializes in higher education leadership searches, including presidents, chancellors and cabinet officers.  
Specialty: CEO
Bill Peterson  
200 Mansell Court East  
Suite 450  
Roswell, GA 30076  
Telephone: (678) 448-0013  
Fax:  
E-mail: bpetersen@carterbaldwin.com

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.
Kim Morisson  
One Commerce Square  
2005 Market Street, Suite 3300  
Philadelphia, PA 19103  
Telephone: (215) 732-6666  
Fax: (215) 568-8399  
E-mail: kim.morrisson@dysivsearch.com

EFL Associates
Jason Meschke  
11440 Tomahawk Creek Parkway  
Leawood, KS 66211-2672  
Telephone: (913) 451-8866  
Fax: (913) 451-3219  
E-mail: jasnicar@eflassociates.com

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
Jan Greenwood  
42 Business Center Drive  
Suite 206  
Miramar Beach, FL 32550  
Telephone: (850) 650-2277  
Fax: (850) 650-2272  
E-mail: jangreenwood@greenwoodsearch.com

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 first article encapsulates the research and will soon appear...
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

Jeffrey Harris
4236 Tuller Road
Dublin, OH 93017
Telephone: (614) 798-8500
Fax: (614) 798-8588
E-mail: jeff@harrisandassociates.com

Heidrick & Struggles, Inc.
Specialties: ADV, CAO, CEO, CFO, CIO, DEAN, GC, SPO, VP

Ellen Brown
303 Peachtree Street, NE
Suite 4300
Atlanta, GA 30308
Telephone: (404) 682-7313
Fax: (404) 577-4048
E-mail: ebrown@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, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

John Isaacson
263 Summer Street, 7th Floor
Boston, MA 02210
Telephone: (617) 262-6500
Fax: (617) 262-6509
E-mail: jisaacson@mnssearch.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
Suite 2000
Philadelphia, PA 19103
Telephone: (215) 496-6666
Fax:
E-mail: ken.kring@kornferry.com

Lahti Search Consultants
Lahti Search Consultants is a nationally recognized executive search firm specializing in enrollment management, admissions, marketing, financial aid, and international admissions placements. Our consultants use their higher education experience as former senior-level practitioners to discern and match institutional needs with candidate talents and styles. Specialties: DEAN, DIR, OTH, VP

Richard Cook
4360 France Avenue South
Minneapolis, MN 55410
Telephone: 814-724-5618
Fax:
E-mail: richard@lahtisearch.com

Myers McRae Executive Search and Consulting
Myers McRae has recruited academic and administrative leaders for public and private colleges and universities for over 28 years. Our consultants bring firsthand experience of educational institutions to their searches, providing clients with applicable, knowledgeable counsel that is tailored to the specific needs of the institution. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

Emily Myers
515 Mulberry Street
Suite 200
Macon, GA 31201
Telephone: (478) 330-6222
Fax: (478) 330-5611
E-mail: emilymyers@myersmcorae.com

Park Square Executive Search

Jonathan Fortescue
1 Renfrew Ave., 14th Floor
Telephone: 617 401 2981
Fax:
E-mail:
R. William Funk & Associates

William Funk  
100 Highland Park Village  
Suite 200  
Dallas, TX 75205  

Telephone: (214) 522-1222  
Fax: (214) 295-3312  
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  
2895 South Reach Road  
Williamsport, PA 17701  

Telephone: (800) 992-9277  
Fax: (570) 321-7160  
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  
3 Centennial Drive  
Peabody, MA 01960  

Telephone: (978) 532-4090  
Fax: (978) 538-7514  
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, VP

Clyda Rent  
PO Box 220647  
Charlotte, NC 28222-0647  

Telephone: (704) 366-2388  
Fax: (704) 366-2303  
E-mail: crent@rentconsultinggroup.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 Hefferman  
3 Chapman Avenue  
Easthampton, MA 01027  

Telephone: (413) 529-2895  
Fax:  
E-mail: 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 not-for-profits. Specialties: CAO, CFO, DEAN, DIR, SPO, VP

Paula Fazli  
19 Hawthorne Avenue  
Newton, MA 02466  

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

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
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
1111 Corporate Center Drive
Suite 106
Monterey Park, CA 91754

Telephone: (323) 260-5041
Fax: (323) 260-7889
E-mail: a.pimentel@storbeckpimentel.com

Storbeck/Pimentel & Associates, LLC

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

Shelly Storbeck
1400 North Providence Road
Suite 6000
Media, PA 19063

Telephone: (610) 565-2910
Fax: (610) 565-2939
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
2015 Spring Road
Suite 510
Oak Brook, IL 60523

Telephone: (630) 575-6164
Fax: (630) 990-1257
E-mail: lleske@wittkieffer.com