

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.)
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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
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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



December 23, 2008

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

Handwritten signatures of Virginia S. Hinshaw and Peter Quigley, with a signature of Ronald E. Campbell for the 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.

President David McClain

December 23, 2008

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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 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.


President David McClain
December 23, 2008
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A Description of the University's Internal Controls and Approval Requirements for the Exempted Procurement:

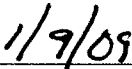
The Office of Procurement and Real Property Management will assist in managing a contract for services with the firm determined by the UH Mānoa Chancellor's and Vice Chancellor's offices to best match the needs of and be most advantageous to the University.

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.

APPROVED / NOT APPROVED



David McClain
President, University of Hawai'i



Date

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

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

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

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