

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

The Chief Procurement Officer, University of Hawai'i, is in the process of reviewing the request from
Office of the President, University of Hawaii (Department/Campus)

for exemption from Chapter 103D, HRS, for the following goods and services:

Provide executive search services to assist the Office of the President with the recruitment and selection of a Chancellor for the University of Hawai'i at Mānoa. To assist with the effort, the President in consultation with the Board of Regents is seeking to secure the services of a company to conduct and assist with a national search for a Chancellor for the University of Hawai'i at Mānoa.

Vendor/Contractor: To be determined
(If known)

Address:

Term of Contract: (If known)	From: To Be Determined	To: To Be Determined	Cost: \$150,000.00 (est.)
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Direct any inquiries to:

Department: Office of Business and Finance, UH Manoa

Contact Name/Title: Debra Ishii, Assistant to Senior Executive

Address: 2500 Campus Road
Honolulu, Hawaii 96822

Phone Number:
808-956-7500

Fax Number:

Date Posted: 12/15/2025

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 Management
1400 Lower Campus Road, Room 15
Honolulu, Hawai'i 96822
email: OPM@hawaii.edu

PRINT

RESET

UNIVERSITY OF HAWAI‘I
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

To: Kalbert K. Young, Vice President for Budget & Finance/CFO **Date:** December 9, 2025
Chief Procurement Officer, University of Hawai‘i

Via: Office of Procurement Management

From: Office of the President, University of Hawaii
(Campus & Department/Program)

Vendor/Contractor: To be determined

Estimated Amount: \$150,000 (est.)

Term of Contract, if applicable: To be determined

Pursuant to University Administrative Procedure 8.220, and consistent with Hawaii Revised Statutes §103D-102(b)(4) and Hawaii Administrative Rules Chapter 3-120, the department requests a procurement exemption to purchase the following (attach additional sheets if necessary):

1. Description of the goods or services:

See attached.

2. Explain in detail, why it is not practicable or not advantageous for the University to procure by standard competitive means when multiple sources are available, or by other standard methods of source selection:

See attached.

3. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor:

See attached.

4. Provide a description of the department's internal controls and approval requirements for the exempt procurement:

See attached.

5. Provide a list of department personnel, by position title, who will be involved in the approval process and administration of the contract:

See attached.

6. Direct questions to: Debra Ishii Email Address: debrai@hawaii.edu

Certification: I certify that the information provided herein is true and correct to the best of my knowledge.

Debra Ishii, Assistant to Senior Executive, Office of Business and Finance, UH Manoa

Digitally signed by Debra Ishii
Date: 2025.12.12 10:48:52 -10'00'

Full Name of Principal Investigator, Department Head, or Administrator

Signature

Date

Thad Nakajima, Senior Fiscal Specialist, Office of Business and Finance, UH Manoa

Digitally signed by Thad Nakajima
Date: 2025.12.12 09:32:06 -10'00'

Full Name of Fiscal Administrator

Signature

Date

APPROVED:

Sandy French, Chief Business Officer, Office of Business and Finance, UH Manoa

Digitally signed by Alexandra French
Date: 2025.12.11 16:22:57 -10'00'

Full Name of Vice President or Chancellor

Signature

Date

FOR OPM USE ONLY

OPM COMMENTS:

X APPROVED DENIED

12/29/2025

CHIEF PROCUREMENT OFFICER, UNIVERSITY OF HAWAII

DATE

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS
EXECUTIVE SEARCH SERVICES FOR THE RECRUITMENT AND SELECTION OF
OF A CHANCELLOR FOR THE UNIVERSITY OF HAWAI'I AT MĀNOA**

1. Description of goods or services:

Provide executive search services to assist the President's Office ("President") with the recruitment and selection of a Chancellor for the University of Hawai'i at Mānoa ("UH Mānoa"). To assist with the effort, the President in consultation with the Board of Regents ("BOR") is seeking to secure the services of a company to conduct and assist with a national search for a Chancellor for UH Mānoa. Services shall include, but not be limited to, the following:

- A. Conduct an institutional review which includes meeting with all appropriate individuals and groups including, but not limited to, the President; Board of Regents; University of Hawai'i senior executives; UH Mānoa senior executives, faculty, staff and students; and the search advisory committee.
- B. Assist in developing a position profile.
- C. Organization of the search process and the search committee's work.
- D. Assist in recruiting and maintaining and applicant pool;
- E. Manage nominations and applications;
- F. Communicate and provide consultation on applicants, as appropriate.
- G. Scheduling candidate and finalist interview and follow-up;
- H. Interview references and perform due-diligence checks;
- I. Developing finalist's recommendations;
- J. Provide assistance in preparation of materials for submission to the BOR regarding the appointment of the selected candidate.

2. Explain in detail, why it is not practicable or not advantageous for the University to procure by standard competitive means when multiple sources are available, or by other standard methods of source selection:

Effective April 19, 2019, the University President has served as both the President of the University of Hawai'i System ("UH System") and the Chief Executive Officer ("CEO") of UH Mānoa. The UH Mānoa campus currently does not have a separate Chancellor position but rather, UH Mānoa has a Provost that reports directly to the President.

At its September 18, 2025 meeting, the BOR established the Executive Administrative Structure Permitted Interaction Group ("PIG") to review and investigate the possible executive restructuring of the University and the governance of the University, in particular as to how it relates to the role of the President as both the President of the UH System and the Chancellor of UH Mānoa.

At the special BOR meeting on December 4, 2025, the PIG recommended that the BOR authorize the President to create and start the process to retain a Chancellor for UH Mānoa. The newly created Chancellor position will report to the President and have the clear responsibility, ownership and accountability for campus budget and operations. This clear division would also afford the President the opportunity to focus more time on strategic advances and efficiencies across the UH System.

The full BOR approved the recommendation of the PIG and further directed that the process to select a Chancellor of UH Mānoa begin immediately. The goal of the President is to secure a search firm by the beginning of calendar year 2026 and to identify and present candidates to the UH Mānoa faculty, staff, and students upon the start of the Fall 2026 semester.

Standard competitive means (i.e. invitation for bids, requests for proposals) is not practicable or advantageous to the President for this engagement. The invitation for bids method of procurement would be prohibitive to the BOR as they would not be able to conduct an evaluation of a potential company's past experience in providing the services as set forth above. While the request for proposal process would allow for evaluation and consideration of a company's past experience, the process is time consuming and would not allow the President to make present candidates to the UH Mānoa Community, BOR, and other stakeholders by August 2026.

A traditional request for proposal process takes a minimum of four to six months. The search firm will be tasked with conducting a comprehensive institutional review; meet with all appropriate individuals and groups including, but not limited to, the President, BOR, UH System senior executives, UH Mānoa senior executives, faculty, staff and students, and the search advisory committee; and assist in developing a position profile. It is essential that the services begin in the start of the Spring 2026 especially because UH Mānoa faculty and students will not be available after the spring semester ends which is around the middle of May, 2026.

3. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor:

As stated above, standard competitive means is not practicable or advantageous for this engagement. As an alternative, it is being proposed that an invitation to submit proposals be extended to multiple companies that have the required experience in providing the search services required by the President. This competitive but less formal process will provide the President with the ability to obtain a sufficient number of proposals and secure the services of an outside company to assist the President to complete the assessment, development of a position profile and to have the finalist candidates identified by the start of the Fall 2026 semester.

Proposals from responding companies will be reviewed and evaluated. The overall evaluation will take into consideration the evaluation criteria set forth in an Invitation to Submit Proposals which will include but not be limited to: (1) experience in conducting academic executive searches for similar positions and prior record of successful placements at other higher education institutions and/or major organizations; (2) familiarity with current industry standard for chancellors contract terms and experience assisting Universities in negotiating the same; (3) experience drafting institutional and candidate profiles; (4) experience conducting thorough background and reference checks; (5) networking and outreach capabilities both nationwide and within Hawaii, (6) ability to meet the search schedule set by the University; and (7) the proposed cost of the services to be provided, including a willingness to accept the terms outlined in the Invitation to Submit Proposals.

Proposals submitted by responding companies will be reviewed based on the evaluation criteria and a minimum of three of companies will be forwarded to the President and/or

the President's authorized designee(s) along with an assessment of strengths and weaknesses of each company. In the event that three or less proposals are received, the names of all companies will be forwarded to the President and or the President's authorized designee(s) along with an assessment of the strengths and weaknesses of the firms. The President and or the President's authorized designee(s) will select the company that can best meet the needs of, and that will be the most advantageous to the University in providing the services required.

4. Provide a description of the department's internal controls and approval requirements for the exempt procurement:

The Office of the Vice President for Administration and Office of Procurement Management will assist in reviewing and executing an agreement for the services.

The President and/or President's designee(s) will work closely with the contracted company and will have overall responsibility for managing and overseeing the work of the company as well as ensuring that the company adheres to the time schedule set forth in the agreement.

Lastly, all expenditures made under the agreement will be subject to review and approval by the President and/or President's designee(s) and the Office of Business and Finance, UH Mānoa, and will be processed in conformity with the University's policies and procedures.

5. Provide a list of department personnel, by position title, who will be involved in the approval process and administration of the contract:

- Jan Gouveia, Vice President for Administration
- Sandy French, Chief Business Officer, Office of Business and Finance, UH Mānoa
- Debra Ishii, Assistant to the Senior Executive, Office of Business and Finance, UH Mānoa
- Office of Procurement Management