

**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) Cancer Research Center of Hawaii at the University of Hawaii at Manoa for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Executive search services to assist in the search for a Director of the Cancer Research Center of Hawaii, at the University of Hawaii at Manoa.

**Vendor:**  
(If known)  
**Address:**

<b>Term of Contract:</b> (If known)	From: -----	To: -----	Cost: \$112,842 (est.)
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<b>Direct any inquiries to:</b> Department: Office of the Chancellor  Contact Name/Title: Virginia Hinshaw, Chancellor  Address: 2500 Campus Road, Hawaii Hall 202 Honolulu, HI 96822	Phone Number: 956-7651  Fax Number: 956-4153
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Date Posted: November 21, 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



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MĀNOA

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2008 NOV 21 A 9:02

November 17, 2008

**MEMORANDUM**

**TO:** David McClain  
President

**VIA:** Duff Zwald  
Director, Procurement, Real Property and Risk Management

**FROM:** Virginia S. Hinshaw  
Chancellor 

**SUBJECT:** **REQUEST FOR PROCUREMENT EXEMPTION – CANCER RESEARCH CENTER OF HAWAII (CRCH) DIRECTOR SEARCH**

**SPECIFIC ACTION REQUESTED:**

Your approval is requested for an exemption from standard procurement methodology to secure an executive search firm to assist in the search for a Director of the Cancer Research Center of Hawaii (CRCH), at the University of Hawaii at Mānoa (UH-Mānoa).

**RECOMMENDED EFFECTIVE DATE:**

The recommended effective date is upon President's approval.

**ADDITIONAL COST:**

The fee for such executive search assistance will be stipulated as not to exceed \$112,842 which is approximately one-third of the 2007-2008 median salary for this unclassified executive position as provided by the UH-Mānoa Human Resources Office. In addition, costs for reimbursable expenses will be paid within the limits stated in the Request for Proposals.

**PURPOSE:**

The purpose of this request is to identify an executive search firm to assist in the search for a regular Director to provide stability for the research, administrative, and academic related leadership for the CRCH due to the recent resignation of Dr. Carl-Wilhelm Vogel as Director effective at the end of December 2008.

**BACKGROUND:**

The resignation of Dr. Carl-Wilhelm Vogel as Director was unanticipated and occurred during a critical time in the Center's operational cycle. The University is a recipient of an NCI P-30 grant

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that gives the UH-Mānoa a National Cancer Institute designation (one of only about 61 in the country). In order to submit a renewal of the grant by October 2009, additional faculty must be hired and there must be a regular CRCH Director appointed. Further, this is a critical moment for the construction of the new Cancer Center in Kaka'ako and, if the University hesitates, the CRCH stands to lose tobacco tax revenues and the National Institute of Standards and Technology (NIST) grant of \$10 million. It is imperative that the University be permitted to recruit and fill the Director position immediately.

In order to complete a comprehensive search with outreach to the widest possible pool in the shortest period of time necessary, 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, regular leadership for the CRCH.

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 Center's 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 UH-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.

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.


Services from the selected search firm 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.

The proposals submitted will be reviewed by appropriate individuals in the Office of the Vice Chancellor for Research and Graduate Education and the CRCH, in conjunction with the Chancellor. 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 academic cancer centers and/or academic biomedical research units; 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, the UH-Mānoa will assess which firm best matches the needs of the University in securing a highly respected director for the CRCH. Based on these evaluations of proposals received, the committee will identify up to three search firms that receive the highest ranking and forward the names of these firms to the Chancellor for final selection.

ACTION RECOMMENDED:

It is recommended that you approve an exemption from standard procurement methodology to secure an executive search firm to assist in the search for a Director of the Cancer Research Center of Hawai'i (CRCH), at the University of Hawai'i at Mānoa.

APPROVED / ~~DISAPPROVED~~:

  
\_\_\_\_\_  
David McClain  
President

12/5/08  
\_\_\_\_\_  
Date

Attachment 1

c: Gary K. Ostrander, Vice Chancellor for Research and Graduate Education  
Joanne Clark, Associate Vice Chancellor

**UNIVERSITY OF HAWAI'I AT MĀNOA  
LIST OF EXECUTIVE SEARCH FIRMS  
REQUESTING CONSIDERATION FOR MĀNOA SEARCHES**

**DIRECTOR, CANCER RESEARCH CENTER OF HAWAI'I**

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](mailto:bta@academic-search.org)  
Web: [www.academic-search.org](http://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](mailto:betsy@aldenandassoc.com)  
Web: [www.aldenandassoc.com](http://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/](http://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](mailto:info@auerbach-assc.com)  
Web: [www.auerbach-assc.com](http://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](mailto:contactus@ayersandassoc.com)  
Web: [www.ayersandassociatesinc.com](http://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](mailto:jevans@boyden.com)  
Web: [www.boyden.com](http://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](mailto:mnorvell@dhrinternational.com)  
Web: [www.dhrinternational.com](http://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](http://www.divsearch.com/Contact/RFP_Form.asp)  
E-mail: [usinfo@rayberndtson.com](mailto:usinfo@rayberndtson.com)  
Web: [www.divsearch.com](http://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](mailto:info@executivesearchworld.com)  
Web: [www.executivesearchworld.com](http://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: [janganwood@greenwoodsearch.com](mailto: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](mailto:nsutton@heidrick.com)  
Web: [www.heidrick.com](http://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](mailto:Sharon@thehollandergroup.net)  
Web: [www.thehollandergroup.net](http://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](mailto:kinkinen@inkinen.com)  
Web: [www.inkinen.com](http://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](mailto:niemeyeg@integritysearchassociates.com)  
Web: [www.integritysearchassociates.com](http://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](mailto:dbellshaw@imsearch.com)  
Web: [www.imsearch.com](http://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](mailto:johnhosey@bellsouth.net)  
Web: [www.johnhosey.com](http://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@jonmcrac.com](mailto:jma@jonmcrac.com)  
Web: [www.jonmcrac.com](http://www.jonmcrac.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](mailto:nancy.martin@fmr.com)  
Web: [www.j-robert-scott.com](http://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](mailto:ken.kring@kornferry.com)  
Web: [www.kornferry.com](http://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](mailto:kdk@kulpercompany.com)  
Web: [www.kulpercompany.com](http://www.kulpercompany.com)
  
21. Lansing and Associates  
Margot Lansing  
11 Martin Road  
Wellesley, MA 02481  
Phone: (781) 237-1754  
E-mail: [margotlansing@comcast.net](mailto:margotlansing@comcast.net)  
Web: [www.lansingassociates.com](http://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](mailto: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](mailto:malyexecsearch@bellsouth.net)  
Web: [www.malyexecsearch.com](http://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](mailto:Kmorris@morrisberger.com)  
Web: [www.morrisberger.com/searches.htm](http://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](mailto:gdaugherty@parkersearch.com)  
Web: [www.parkersearch.com](http://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](mailto:cynthia.barth@rayberndtson.com)  
Web: [www.rayberndtson.com](http://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](mailto:crent@rentconsultinggroup.com)  
Web: [www.rentconsultinggroup.com](http://www.rentconsultinggroup.com)
28. R.H. Perry & Associates  
Robert Perry  
2607 31<sup>st</sup> Street, NW  
Washington, DC 20008  
Phone: (202) 965-6464  
Fax: (202) 338-3953  
Email: [matt@rhperry.net](mailto:matt@rhperry.net)  
Web: [www.rhperry.net](http://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](mailto:email@rpainc.org)  
Web: [www.rpainc.org](http://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](mailto:info@spelmanandjohnson.com)  
Web: [www.spelmanandjohnson.com](http://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](mailto:kjohnson@spencerstuart.com)  
Web: [www.spencerstuart.com](http://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](mailto: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](mailto:info@wspelman.com)  
Web: [www.wspelman.com](http://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](mailto:jgauss@wittkieffer.com)  
Web: <http://www.wittkieffer.com/education/>