

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
Office of the Vice President for Budget and Finance/Chief Financial Officer (Department/Campus) for exemption from Standard Methods of Source Selection for the following goods, services, or construction:

Executive Search Firm Services for the recruitment of a Director of the University Budget for the University of Hawaii.

Vendor: TBD
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$42,000 (est.)
--	-------	-----	-----------------------

Direct any inquiries to: Department: Office of the Vice President for Budget and Finance/Chief Financial Officer Contact Name/Title: James Nishimoto/Assistant to the Senior Executive Address: 2444 Dole Street, Bachman 201 Honolulu, Hawaii 96822	Phone Number: (808) 956-4590 Fax Number: (808) 956-5286
---	--

Date Posted: June 17, 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 STANDARD METHODS OF SOURCE SELECTION

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: Office of the Vice President for Budget and Finance/Chief Financial Officer
(Department/Program)

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

Description of goods, services, or construction:

Executive search firm services are being sought relating to the recruitment of a Director of the University Budget (System) for the University of Hawai'i (System). Search services shall include assistance in the recruitment, applicant pool administration, vetting, in-depth vetting of finalists to include background checks, and providing consultative assistance to the Search Advisory Committee and the Vice President for Budget and Finance/Chief Financial Officer. In addition, the Contract will provide general consultative services through completion of the search process.

Estimated Cost: \$ 42,000.00

(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;

Procurement by standard competitive means, including the preparation and advertising of a formal request for proposals, will not allow for the completion of the recruitment and selection process in a timely manner to permit the University to make offers of an appointment by the Fall 2011 to this key executive leadership position. As a reasonable alternative, it is being proposed that invitations be extended to firms that have successfully conducted executive searches resulting in executive placements and as a consequence have knowledge of executives that may have the potential to become viable candidates for the Director of the University Budget position. These services are similar to those provided by a professional services firm where a more informal process consisting of the review of statements of qualifications and the holding of discussions with prospective firms and individuals is advantageous.

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;

Potential executive search firms will be identified from a publicly available listing (attached). Informal requests for proposals will be forwarded to firms indicating experience in the conduct of executive searchers for administrative executive positions. Proposals received will be reviewed by the Search Advisory Committee. The Search Advisory Committee will identify up to 3 firms and forward to the Vice President for Budget and Finance/Chief Financial Officer based on an assessment of the firms' experience in: successful placements of executives in similar budget or financial affairs positions; successful placements of executives in large organizations or corporations; successful executive placements, if any, in public sector organizations, e.g., county government, University of Hawai'i, State of Hawai'i, the Judiciary; networking and outreach capabilities; administrative support capabilities; the 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.

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and

The Office of Procurement & Real Property Management will assist in reviewing the contract for services with the firm identified by the Vice Pres for Budget & Fin/CFO that best matches the needs of and that will advantageously serve the University. Expenditures will be subject to review, approval & processing in conformity w/specifications of the request for proposals & University expenditure policies & procedures

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:

Vice President for Budget & Finance/Chief Financial Officer
System Director of Administration
Director of Procurement
Executive Assistant to the Vice President/Chief Financial Officer

Direct questions to: James Nishimoto Phone: 956-4590

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

James Nishimoto
Full Name of Principal Investigator, Department Head, or Administrator

Anne Wilkins 6/16/2011
Signature Date

Blanche Fountain
Full Name of Fiscal Officer

[Signature] 6/16/11
Signature Date

APPROVED:

Howard Todo
Full Name of Vice President or Chancellor

[Signature]
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval

APPROVED _____ DENIED _____

[Signature]

JUN 27 2011

VICE PRESIDENT FOR BUDGET AND FINANCE/CHIEF FINANCIAL OFFICER, UNIVERSITY OF HAWAII DATE

Executive Search Partners Worldwide
1585 Kapi'olani Blvd
Honolulu, HI

Executive Search World
66 Queen Street, Suite 1802
Honolulu, HI

Inkinen & Associates
1003 Bishop Street, Suite 477
Honolulu, HI

Management Recruiters of Honolulu
733 Bishop Street, Suite 1475
Honolulu, HI

Management Search & Consulting Inc
1001 Bishop Street, Suite 1540
Honolulu, HI