

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)
University of Hawaii at Hilo, Office of the Chancellor for
exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Executive search services for the recruitment of a Chancellor for the University of Hawaii at Hilo.

Vendor:
(If known)
Address:

Term of Contract: (If known) From: ----- To: ----- Cost: \$112,000 (est.)

Direct any inquiries to:

Department: Office of the Vice President for Academic Planning & Policy

Contact Name/Title: James Nishimoto, Director of Academic Personnel

Address: 200 West Kawili Street
Hilo, HI 96720-4091

Phone Number:
956-8436

Fax Number:
956-9943

Date Posted: October 7, 2009

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

OPRPM Form 138
(Rev.01/2009)

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

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

(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 services are being sought relating to the recruitment of a Chancellor for the University of Hawai'i at Hilo. Search services shall include assistance in advertising, development of a challenge/opportunities document; 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 Contract will provide general consultation through completion of the search process.

Estimated Cost: \$ 112,000.00

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

Procurement by standard competitive means 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 by the Summer 2010 to this key executive leadership position. As a reasonable alternative, it is being proposed that invitations be extended to search firms that have indicated an interest in providing executive search services to the University. The informal procedure should provide the University, in a timely manner, with ample numbers for 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;

From a listing of vendors that have expressed interest in providing executive search firm services (copy attached), a vendor will be identified based on the firm's executive search experience and other considerations. Requests for proposals will be forwarded to each of the firms. Proposal from responding firms will be reviewed by a group designated by the President. The group will take into consideration prior experience in academic searches for similar positions, prior record of successful placements at other higher education institutions and/or major corporations, networking and outreach capabilities, 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 the evaluations of the proposals received, the review group will identify no more than three of the search firms and forward the names of the firms in unranked order to the President for final selection. Following consultations, the President will select from among the three recommended firms.

(Attach Additional Sheets if Necessary)

(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 President 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:

Vice Chancellor for Administration, Debra Fitzsimons
 Director of Procurement Duff Zwald
 Director of Academic Personnel James Nishimoto
 Fiscal Officer Marie Honda

Direct questions to: James Nishimoto Phone: 808.956.8436

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

Vice Chancellor Debra Fitzsimons

Full Name of Principal Investigator, Department Head, or Administrator

Debra L. Fitzsimons 10-6-09
 Signature Date

Marie Honda

Full Name of Fiscal Officer

Marie Honda 10/7/09
 Signature Date

APPROVED:

Chancellor Rose Tseng
 Full Name of Vice President or Chancellor

Rose Tseng 10-7-09
 Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval.

APPROVED

DENIED

J. K. Tseng

OCT 20 2009

PRESIDENT, UNIVERSITY OF HAWAII

DATE