

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 University of Hawaii at Hilo, Office of the Chancellor (Department/Campus) for exemption from Standard Methods of Source Selection for the following goods, services, or construction:
Executive search firm services relating to the recruitment of a Vice Chancellor for Academic Affairs for the University of Hawaii at Hilo.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: -----	To: -----	Cost: \$75,000 (est.)
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Direct any inquiries to: Department: University of Hawaii at Hilo Business Office Contact Name/Title: Marie Honda / Administrative Officer Address: 200 West Kawili Street, BO-113, Hilo, HI 96720	Phone Number: 808-974-7441 Fax Number: 808-974-7713
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Date Posted: January 10, 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

OPRPM Form 138
(Rev.01/2009)

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawai'i 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 firms services are being sought relating to the recruitment of a Vice Chancellor for Academic Affairs 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: \$ 75,000

(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 Fall 2011 to this key executive leadership position. As a reasonable alternative, it is being proposed that invitations be extended to search firms that are members of the American Council for Education Executive Search Firm Roundtable. The informal procedure should provide the University, in a timely manner, with ample numbers for search proposals from firms with 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;

Identify vendors from a list of the American Council for Education Executive Search Firm Roundtable (attached), vendors will be selected based on the firm's executive search experience and other considerations. An initial list of 30 were narrowed to 14 based on area of search specialty (Provost/Chief Academic Officer), 11 firms were identified that met the requirements. Requests for proposals will be forwarded to each of the firms. Proposals from responding firms will be reviewed by a group designated by the Chancellor. The group will identify 3 vendors based on 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; and forward the names of the firms in unranked order to the Chancellor for final selection.

(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 Chancellor 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:

Chancellor, Donald O. Straney
 Vice Chancellor for Administration, Debra L. Fitzsimons
 Director of Procurement, Duff Zwald
 Director of Business Service, Marie N. Honda

Direct questions to: Marie N. Honda Phone: 808-974-7441

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

Debra L. Fitzsimons, Vice Chancellor for Admin.
 Full Name of Principal Investigator, Department Head, or Administrator

Debra L. Fitzsimons 1-6-11
 Signature Date

Marie N. Honda, Director of Business Services
 Full Name of Fiscal Officer

Marie N. Honda 1/6/11
 Signature Date

APPROVED:
 Donald O. Straney, Chancellor UHH
 Full Name of Vice President or Chancellor

Donald O. Straney 6 Jan 11
 Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval.

APPROVED DENIED

Howard Aho 1/28/11
 VICE PRESIDENT FOR BUDGET & FINANCE/CHIEF FINANCIAL OFFICER DATE
 UNIVERSITY OF HAWAII



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Roundtable of Executive Search Firms

ACE is pleased to provide information and a means of facilitating communication with executive search firms that specialize in higher education. ACE does not evaluate or endorse the services of individual firms.

14 listed

Specialty Provost/Chief Academic Officer

Abbreviated specialties can be fully viewed by moving your cursor over each abbreviation.

Academic Search, Inc.

Academic Search Consultation Service is a higher education executive search organization serving the needs of colleges and universities for nearly three decades. Specialties: ADV, CAO, CEO, CFO, DEAN, GC, VP

Paul Chou
1825 K Street, NW
Suite 705
Washington, DC 20006

Telephone: (202) 332-4049
Fax: (202) 234-7640
E-mail: pnic@academic-search.com

1

Association of Community College Trustees

Specialties: CAO, CEO

J. Brown
1233 20th Street, NW
Suite 301
Washington, DC 20036

Telephone: (202) 775-4667 ext. 125
Fax: (202) 383-1297
E-mail: nbrown@acct.org

Greenwood/Asher & Associates, Inc.

Greenwood/Asher & Associates provides executive search, consulting, and training services for public and private higher education institutions, with primary focus on executive and senior-level searches. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, DEAN, GC, OTH, SPO, VP

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Miramar Beach, FL 32550

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Fax: (850) 650-2272
E-mail: jangreenwood@greenwoodsearch.com

2

Harris & Associates/IIC Partners

Harris / IIC Partners is a leading executive search and advisory firm in the field of higher education and academic medicine. Our firm includes consultants from the largest, most well recognized retained search organizations and highly respected, former university Presidents, Provosts, Deans, Practicing Physicians, and Department Chairs from across the country. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

Jeffrey Harris
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Fax: (614) 798-8588
E-mail: jeff@harrisandassociates.com

3

Heidrick & Struggles International, Inc.

Specialties: ADV, CAO, CEO, CFO, CIO, DEAN, GC, SPO, VP

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Atlanta, GA 30308

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Isaacson, Miller

Isaacson, Miller is a national retained search firm serving mission-driven organizations, with a specialty in recruiting presidents, provosts, and deans for colleges and universities. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

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Boston, MA 02116-3899

Telephone: (617) 262-6500
Fax: (617) 262-6509
E-mail: jisaacson@imsearch.com

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Kube & Company

Serving Higher Education since 1997, Kube & Company, Higher Education Management Consultants, specializes in contingency and retained executive search and has resolved numerous customized Executive and Management searches including: Chief Level Officers, VP level executives and key mid level executives. We have demonstrated expertise in completing assignments on behalf of public, private and proprietary higher education institutions. We also have a unique niche in interim staffing at the executive level. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

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Thomas Kube
10425 East Via Linda
Suite 110
Scottsdale, AZ 85258

Telephone: (480) 767-7126
Fax: (480) 314-2138
E-mail: tkube@kubeco.com

7

Rent Consulting Group, LLC

Rent Consulting Group, LLC, provides consultation in executive search, organizational and leadership development, and marketing and strategic planning, especially for public and private higher education institutions and other non-profit and for-profit organizations. Specialties: CAO, CEO, CHAIR, CS/PA, DEAN, DIR, OTH, VP

Clyda Rent
PO Box 220647
Charlotte, NC 28222-0647

Telephone: (704) 366-2388
Fax: (704) 366-2303
E-mail: crent@rentconsultinggroup.com

SJG-The Spelman & Johnson Group

Providing search consulting to nearly 400 higher education institutions since 1991. Offering unrivaled administrative and academic search services, from ad hoc consultation to full retained search. Specialties: ADV, CAO, DEAN, DIR, VP

Ellen Heffernan
3 Chapman Avenue
Easthampton, MA 01027

Telephone: (413) 529-2895
Fax:
E-mail: info@spelmandjohnson.com

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Sage Search Partners, LLC

Sage Search Partners, LLC: Sage Search Partners, LLC specializes in senior-level searches for academic institutions and related not-for-profits. Specialties: CAO, CFO, DEAN, DIR, SPO, VP

Paula Hurley Fazli
19 Hawthorne Avenue
Newton, MA 02466

Telephone: (617) 964-0406
Fax:
E-mail: pfazli@sagesearch.com

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Storbeck/Pimentel & Associates, Inc.

With over 100 years of combined service, Storbeck/Pimentel is a nationally recognized, deeply experienced firm supporting leadership searches in education and not-for-profit. Specialties: ADV, CAO, CEO, CFO, DEAN, DIR, VP

Alberto Pimentel
1111 Corporate Center Drive
Suite 106
Monterey Park, CA 91754

Telephone: (323) 260-5041
Fax: (323) 260-7889
E-mail: a.pimentel@storbeckpimentel.com

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Media, PA 19063

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Fax: (610) 565-2939
E-mail: s.storbeck@storbeckpimentel.com

Witt/Kieffer

Witt/Kieffer, the nation's ninth-largest executive search firm, focuses on college, university and not-for-profit senior-level searches, including presidents, CEO, deans, and chief development officers. Specialties: ADV, CAO, CEO, CFO, CIO, DEAN, GC, VP

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Oak Brook, IL 60523

Telephone: 412-209-2666
Fax: 412-880-5099
E-mail: johnt@wittkieffer.com

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Witt/Kieffer

Witt/Kieffer, the nation's ninth-largest executive search firm, focuses on college, university and not-for-profit senior-level searches, including presidents, CEO, deans, and chief development officers. Specialties: ADV, CAO, CEO, CFO, CIO, DEAN, GC, VP

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Roundtable of Executive Search Firms

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30 listed

Specialty -- All Search Firms--

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Academic Search, Inc.

Academic Search Consultation Service is a higher education executive search organization serving the needs of colleges and universities for nearly three decades. Specialties: ADV, CAO, CEO, CFO, DEAN, GC, VP

Paul Chou
 1825 K Street, NW
 Suite 705
 Washington, DC 20006

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 Fax: (202) 234-7640
 E-mail: phlc@academic-search.com

Alden & Associates, Inc.

Alden & Associates is a higher education firm that specializes in intercollegiate athletics executive search and consulting for colleges, universities and athletics conferences. Specialties: ATH, CS/PA, GC

Betsy Alden
 25 Sterling Road
 Florence, MA 01035

Telephone: (413) 549-1635
 Fax: (413) 549-1461
 E-mail: betsy@aldenandassoc.com

Archer ~ Martin Associates

Nancy Archer-Martin
 PO Box 792
 Nantucket, MA 02554

Telephone: (508) 498-2663
 Fax: (508) 228-0445
 E-mail: nantucketnetwork@gmail.com

Association of Community College Trustees

Specialties: CAO, CEO

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Auerbach Associates

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David Shefrin & Associates

David Shefrin & Associates (DS&A) is the country's leading team of professionals specializing exclusively in the purchase and sale of private career colleges and the recruitment of senior management executives in the post-secondary education sector. Our retained and contingent executive search successes within higher education (over 300 and counting) over the past 10 years include: CEO, COO, CTO, Founding Chair, Campus President, Executive Director, Director of Admissions, Director of Education, Academic Dean, Online President, Online Academic Dean among others.

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Diversified Search Odgers Berndtson

The Diversified Search Companies undertakes assignments for academic leaders through vice presidents and directors for private and public research universities, comprehensive universities, liberal arts colleges, and independent schools.

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Greenwood/Asher & Associates, Inc.

Greenwood/Asher & Associates provides executive search, consulting, and training services for public and private higher education institutions, with primary focus on executive and senior-level searches. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, DEAN, GC, OTH, SPO, VP

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Harris & Associates/IIC Partners

Harris / IIC Partners is a leading executive search and advisory firm in the field of higher education and academic medicine. Our firm includes consultants from the largest, most well recognized retained search organizations and highly respected, former university Presidents, Provosts, Deans, Practicing Physicians, and Department Chairs from across the country. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

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Heidrick & Struggles International, Inc.

Specialties: ADV, CAO, CEO, CFO, CIO, DEAN, GC, SPO, VP

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Isaacson, Miller

Isaacson, Miller is a national retained search firm serving mission-driven organizations, with a specialty in recruiting presidents, provosts, and deans for colleges and universities. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

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J. Robert Scott Executive Search

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Janet Wright & Associates Inc.

Founded in 1995, Janet Wright & Associates specializes in senior-level recruiting for mission-driven organizations in the public and not-for-profit sectors, primarily colleges and universities.

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Korn/Ferry International

Korn/Ferry International works domestically and internationally on a variety of higher education-related assignments, including recruitment of presidents and chancellors.

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Kube & Company

Serving Higher Education since 1997, Kube & Company, Higher Education Management Consultants, specializes in contingency and retained executive search and has resolved numerous customized Executive and Management searches including: Chief Level Officers, VP level

executives and key mid level executives. We have demonstrated expertise in completing assignments on behalf of public, private and proprietary higher education institutions. We also have a unique niche in interim staffing at the executive level. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

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RPA Inc.

RPA Inc. specializes in providing institutionally tailored presidential, advancement, cabinet officer, and search and fund-raising consulting for public and private colleges and universities and education-related organizations.

Richard Allen
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Registry for College and University Presidents

The mission of the Registry for College and University Presidents is to place interim presidents and senior administrators in colleges and universities, with the goal of achieving solid leadership transitions.

Bryan Carlson
3 Centennial Drive
Peabody, MA 01960

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E-mail: becarlson@comcast.net

Rent Consulting Group, LLC

Rent Consulting Group, LLC, provides consultation in executive search, organizational and leadership development, and marketing and strategic planning, especially for public and private higher education institutions and other non-profit and for-profit organizations. Specialties: CAO, CEO, CHAIR, CS/PA, DEAN, DIR, OTH, VP

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Sage Search Partners, LLC

Sage Search Partners, LLC: Sage Search Partners, LLC specializes in senior-level searches for academic institutions and related not-for-profits. Specialties: CAO, CFO, DEAN, DIR, SPO, VP

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Storbeck/Pimentel & Associates, Inc.

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Fax: (610) 565-2939
E-mail: s_storbeck@storbeckpimentel.com

William Spelman Executive Search

William Spelman Executive Search is a national retained search firm that focuses on partnering with institutions to identify, recruit, and hire leaders. Specialties: ADV, DIR, OTH, VP

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E-mail: bill@wspelman.com

Witt/Kieffer

Witt/Kieffer, the nation's ninth-largest executive search firm, focuses on college, university and not-for-profit senior-level searches, including presidents, CEO, deans, and chief development officers. Specialties: ADV, CAO, CEO, CFO, CIO, DEAN, GC, VP

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Witt/Kieffer

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