

**UNIVERSITY OF HAWAII
NOTICE OF EXEMPTION FROM CHAPTER 103D, HRS**

The President, 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 Chapter 103D, HRS, for the following goods, services, or construction:
Executive search services relating to the recruitment and selection of a Chancellor for the University of Hawaii at Hilo.

Vendor: To be determined.
(If known)
Address:

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$160,000.00 (est.)
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Direct any inquiries to: Department: University of Hawaii at Hilo, Office of the Chancellor Contact Name/Title: Gail Makuakane-Lundin, Executive Assistant to the Chancellor Address: 200 W. Kawili Street Hilo, Hawaii 96720-4091	Phone Number: (808) 932-7418 Fax Number: (808) 932-7421
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Date Posted: August 23, 2017

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

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 and selection of a Chancellor for the University of Hawaii 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: \$ 160,000

(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 appointment by the Summer 2018 to this key executive leadership position. As a reasonable alternative, it is 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. An initial list of 22 were narrowed to 19 based on area of search specialty (President/Chancellor). Invitations to Submit Proposals will be forwarded to all 19 firms. Proposals from responding firms will be reviewed by a group designated by the President. The group will identify 3 vendors based on 1) experience in academic searches for similar positions, 2) prior record of successful placements at other higher education institutions and/or major corporations, 3) networking and outreach capabilities, 4) administrative support capabilities, 5) ability to meet the search schedule set by the University, 6) the proposed costs of the services to be provided, and 7) the quality of the proposal, and forward the names of the firms in unranked order to the President for final selection.

(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 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:

Marcia Sakai, Interim Chancellor
Gail Makuakane Lundin, Interim Executive Assistant to the Chancellor and Director Kīpuka Native Hawaiian Student Center
Jennifer Stotter, Director of UH Hilo's Equal Employment Opportunity/ Affirmative Action office

Direct questions to: Gail Makuakane Lundin Phone: 808-932-7418

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

Marcia Sakai
Full Name of Principal Investigator, Department Head, or Administrator

Marcia Sakai 8/17/2017
Signature Date

Carrie P. Masanda
Full Name of Fiscal Officer

Carrie P. Masanda 08/17/17
Signature Date

APPROVED

Marcia Sakai
Full Name of Vice President or Chancellor

Marcia Sakai 8/17/2017
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

[Signature] 8/31/17
PRESIDENT, UNIVERSITY OF HAWAII DATE

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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.

19 listed

Specialty

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

Academic Keys

Academic Keys offers three levels of executive search ranging from \$40,000 to \$9,750. Services are customized to client's needs and budget. Founded by former senior administrators, their only focus is higher education. Academic Keys develops a unique and custom tailored recruitment, advertising, and outreach campaign reaching both active and passive candidates addressing the position and institution's unique requirements. Their strength comes from an expansive, diverse database of nearly one million candidates from top tier institutions and commitment to exceptional customer service. The team maintains extensive relations with faculty, deans, provosts, chancellors, and presidents from a wide spectrum of disciplines and institutions worldwide. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, VP

Jennifer Muller
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AGB Search focuses exclusively on higher education leadership. We offer interim appointments to preserve continuity, full search services to help institutions navigate the hiring process, transition assistance to set up leaders for long-term success, and compensation evaluation services to help assure fair competitive salaries. Each member of our consulting team brings years of experience as a higher education leader to the firm. We not only understand the demands of leadership, but also are deeply invested in supporting the next generation of leaders. Specialties: ADV, CAO, CEO, CFO, CIO, CS/PA, DEAN, GC, SPO, VP

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Heidrick & Struggles, Inc.

Heidrick & Struggles is the premier provider of executive search and leadership consulting services, including culture shaping, executive assessment, succession planning, board effectiveness, leadership development, and leadership strategy. For 60 years, we have focused on quality service and build strong leadership teams through our relationships with clients and individuals worldwide. Our Education and Social Enterprise practice specializes in working with educational, nonprofit, and other related organizations. Specialties: ADV, CAO, CEO, CFO, CIO, CS/PA, DEAN, GC, SPO, VP

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Hyatt-Fennell, Executive Search

Hyatt-Fennell, Executive Search - led by Marylouise Fennell & Cheryl Hyatt, is a highly successful national and international search firm with offices in Pennsylvania, Florida and Colorado. Together with a strong support staff and several independent senior academic consultants, they are rich in higher education and recruitment experience. Hyatt-Fennell is well-known and respected for placing top executives with colleges and universities. They partner with their clients to enhance and streamline the search process and provide a commitment to find the right person for each position. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, DEAN, DIR, SPO, VP

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Isaacson, Miller is a national retained search firm specializing in recruiting transformative leadership for mission-driven organizations. With the largest higher education executive search practice in the U.S., its searches have placed some of the most respected and successful presidents, chancellors, deans, department heads and administrative professionals in a wide range of universities, colleges and academic medical centers. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

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E-mail jisaacson@imsearch.com

Myers McRae Executive Search and Consulting

For over 30 years, Myers McRae has provided the highest caliber of service and experience in executive searches for institutions of higher education, focusing primarily on the recruitment of executive and senior academic and administrative officers. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

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Fax 478-330-5611
E-mail emilymyers@myersmcr.com

Neumann Executive Search Partners

Neumann Executive Search Partners brings decades of experience partnering with renowned colleges and universities across the United States and recruit exceptional individuals. Spanning academic and administrative areas, our expertise and process enable our clients to identify and attract talented leaders who will help define and advance the mission and vision of the institutions they join. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, DEAN, DIR, VP

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E-mail liz@brillneumann.com

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E-mail nick.brill@odgersberndtson.com

R. William Funk & Associates

R. William Funk & Associates is the premier firm dedicated to higher education search consulting. Led by its founder and President, R. William (Bill) Funk, the firm is recognized for its unparalleled record in recruiting many of the nation's most esteemed college and university leaders. Mr. Funk is the best known and most widely respected search consultant serving higher education. He has been called the "guru of higher education recruiting" by The Chronicle of Higher Education. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, SPO, VP

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Registry for College and University Presidents

Founded in 1992, the Registry is the "Gold Standard" interim leadership firm in higher education. The Registry has contracts with over 600 former college and university presidents and senior administrators, in over 49 states, all of whom have been selected for membership based upon nominations and pre-screening evaluations. Experience confirms that the Registry interim function increases the probability of success for the permanent president or senior administrator. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, SPO, VP

Bryan Carlson
3 Centennial Drive
Peabody, MA 01960

Telephone 978-532-4090
Fax 978-538-7544
E-mail Bryan@registryinterim.com

Rent Consulting Group, LLC

Rent Consulting Group, LLC (RCG), founded in 2004, is, by design, a small firm that specializes in executive search services exclusively for higher education. To assure the highest quality of consultation services in the search process, all of our consultants have extensive experience as both faculty and administrators in higher education and related regional and national organizations. RCG employs a team approach to all searches, so both RCG principals are usually involved in all searches. Specialties: CAO, CEO, CHAIR, DEAN, DIR, VP

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RPA Inc.

RPA Inc. provides the highest quality executive recruitment, fund raising and management consulting services to all segments of higher education. Since its inception more than 25 years ago, RPA Inc. has served hundreds of institutions nationwide and overseas. RPA Inc. behaves as a representative and advocate for our client. The client's history and accomplishments, its mission, principles and philosophy and its potential for future development are RPA Inc.'s primary considerations. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, DEAN, DIR, GC, SPO, VP

Richard Allen
2895 South Reach Road
Williamsport, PA 17701

Telephone (800) 992-9277
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E-mail email@rpainc.org

Russell Reynolds Associates

Russell Reynolds Associates is a global leader in assessment, recruitment and succession planning for boards of directors, chief executive officers and key roles within the C-suite. With more than 370 consultants in 46 offices around the world, we work closely with public, private and nonprofit organizations across all industries and regions. We help our clients build teams of transformational leaders who can meet today's challenges and anticipate the digital, economic, environmental and political trends that are reshaping the global business environment. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

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Storbeck/Pimentel & Associates, LLC

Storbeck/Pimentel & Associates is a minority and female owned retained executive search firm specializing in higher education and the not-for-profit sector. Our team, led by Shelly Storbeck, Alberto Pimentel, Chuck Bunting, Sharon Tanabe, Anne Coyle, Steve Leo, Susan VanGilder, and Susan May has conducted more than 1,500 searches for executives at colleges, universities, independent schools, and non-profit organizations. Specialties: ADV, CAO, CEO, CFO, DEAN, DIR, VP

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Media, PA 19063

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

Summit Search Solutions, Inc.

Summit is a boutique executive search firm dedicated to serving the higher education and non-profit sectors nationwide. In addition to offering traditional retained search, Summit offers a sourcing model where clients can select components of the search process at an hourly rate or fixed fee. All searches include strategies to identify and attract passive candidates and diverse candidates. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in locations across the country including NY, NC, CO and CA. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, SPO, VP

Carrie Coward
P.O. Box 9824
Asheville, NC 28815

Telephone (828) 669-3850
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The Spelman & Johnson Group

Spelman Johnson is a premier executive search firm serving higher education. Recruiting talented leaders, Spelman Johnson's success is strengthened by their deep, diverse relationships and their investment in the development of a leadership pipeline. Specialties: ADV, ATH, CAO, CEO, CFO, CS/PA, DEAN, DIR, SPO, VP

Ellen Hefferman
3 Chapman Avenue
Easthampton, MA 01027

Telephone 413-529-2895
Fax
E-mail eth@spelmanandjohnson.com

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Witt/Kieffer is the nation's largest and most experienced executive search firm specializing in higher education, healthcare and not-for-profit organizations. Clients include colleges, universities, hospitals, health systems, academic medical centers, medical schools, physician groups, life sciences companies, sports foundations, and community service and cultural institutions. Specialties: ADV, CAO, CEO, CFO, CIO, DEAN, GC, VP

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We prepare the future leaders of higher education
We are the convener of higher education associations

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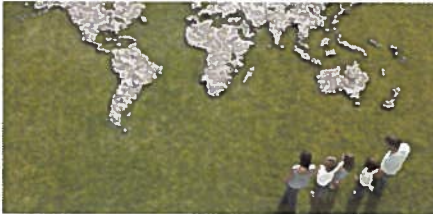
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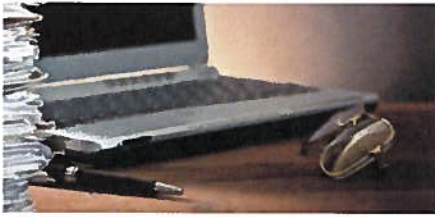
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Roundtable of Executive Search Firms

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Specialty

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K&A is a higher education consulting firm; we work exclusively with colleges and universities, university systems, and higher education professional organizations. Our projects have a common purpose: to improve outcomes in higher education. We accomplish that purpose in different ways: by renewing vision and strategy; advancing innovation in academic programs; strengthening student support services; increasing institutional capacity through executive search services; improving organizational and operational effectiveness; and increasing alignment and synergy in institutional governance. Specialties: DEAN, DIR, VP.

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R. William Funk & Associates

R. William Funk & Associates is the premier firm dedicated to higher education search consulting. Led by its founder and President, R. William (Bill) Funk, the firm is recognized for its unparalleled record in recruiting many of the nation's most esteemed college and university leaders. Mr. Funk is the best known and most widely respected search consultant serving higher education. He has

been called the "guru of higher education recruiting" by The Chronicle of Higher Education. Specialties: ADV, ATH, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, SPO, VP

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Registry for College and University Presidents

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