

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
UHM, Office of the Chancellor _____ (Department/Campus) _____ for exemption
from Standard Methods of Source Selection for the following goods, services, or construction:

Executive search services are being sought relating to the recruitment of a Chancellor for the University of Hawaii at Manoa.

Vendor:
(If known)
Address:

Term of Contract: (If known)	From: -----	To: -----	Cost: \$130,000 (est.)
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Direct any inquiries to: Department: Chancellor's Office Contact Name/Title: Kathleen Cutshaw, VC for Admin, Fin & Oper Address: 2500 Campus Road, 307D, Honolulu, HI 96811	Phone Number: 956-9190 Fax Number: 956-5163
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Date Posted: August 31, 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: UHM 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:

See attached.

Estimated Cost: \$ 130,000.00

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

See attached.

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

See attached.

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

See attached.

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

See attached.

Direct questions to: Kathleen Cutshaw Phone: 956 9190

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

Virginia S. Hinshaw
Full Name of Principal Investigator, Department Head, or Administrator

[Signature] 8-31-11
Signature Date

Alexandra French
Full Name of Fiscal Officer

[Signature] 8/30/11
Signature Date

APPROVED:

Linda K. Johnsrud
Full Name of Vice President or Chancellor

[Signature] 8.31.11
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval.

APPROVED DENIED

[Signature] 9/8/11
VICE PRESIDENT FOR BUDGET & FINANCE/CHIEF FINANCIAL OFFICER, UNIVERSITY OF HAWAII DATE

Request for Exemption from 103D, HRS
(Executive Search Firm for UHM Chancellor)

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 Manoa. 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.

(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 Spring/Summer 2012. Delays in the recruitment process created by the procurements by standard competitive means will delay the University's ability to make an appointment to this key executive leadership positions. As a reasonable alternative, it is being proposed that invitations be extended to search firms who are identified as members of the American Council on Education (ACE) Roundtable of Executive Search Firms that provide executive search services to colleges and universities. The informal procedure should provide the University, in a timely manner, with ample numbers of 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 American Council on Education (ACE) Roundtable of Executive Search Firms that provide executive search firm services (copy attached) and from other firms that may express interest in providing search services, a vendor will be identified based on the firm's executive search experience and other considerations. Requests for proposals for the Chancellor, UHM will be forwarded to the firms. A committee of from three to five (3-5) members experienced in the conduct of an executive search will review proposal responses taking into consideration the firm's 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 and interpersonal rapport between the firm and

the sub-committee. Based on the evaluations of the proposals received, the sub-committee will identify no more than three of the search firms and forward the names of the firms and the committee assessment of the strengths and weaknesses in unranked order to the President for final selection. The President will select from among the three recommended firms.

(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.

UHM Vice Chancellor for Administration, Kathleen Cutshaw
Director of Procurement Duff Zwald
UHM Fiscal Office Sandi French



- Online Resources
- Bookstore
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- ACE Staff Directory

Home | Online Resources | Roundtable of Executive Search Firms

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.

29 Firms **Specialty -- All Search Firms--**
 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: AD, CAO, CEO, CFO, DEAN, GC, VP

Dale Hirschbie
 1825 K Street, NW
 Suite 705
 Washington, DC 20006

Telephone: (202) 332-1010
 Fax: (202) 234-7648
 E-mail: dale.hirschbie@academicsearch.com

Alden & Associates, Inc.

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

Betsy Alden
 25 Swallow Road
 Florence, MA 01035

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

Archer ~ Martin Associates

Nancy Archer-Martin
 PO Box 792
 Westport, MA 02554

Telephone: (203) 499-2653
 Fax: (203) 228-0445
 E-mail: portucketnetwork@portucket.com

Association of Community College Trustees

Specialties: CAO, CEO

J. Brown
 1233 28th Street, NW
 Suite 308
 Washington, DC 20036

Telephone: (202) 775-4667 ext. 125
 Fax: (202) 223-1297
 E-mail: ajbrown@actc.org

Auerbach Associates

Judith Auerbach
 305 Concord Avenue
 Suite 303
 Belmont, MA 02478

Telephone: (617) 451-0095
 Fax: (617) 451-6199
 E-mail: judith@auerbach-associates.com

Avers & Associates, Inc.

George Avers
 2801 Jefferson Davis Highway
 Suite 503
 Arlington, VA 22202

Telephone: (703) 488-2815
 Fax: (703) 488-2814
 E-mail: george.avers@aversandassociates.com

Bell Neumann Associates, Inc.

Elizabeth Neumann
 607 Boylston Street
 Boston, MA 02116

Telephone: (617) 753-1810
 Fax: (617) 753-9330
 E-mail: liz@bellneumann.com

David Sheffrin & Associates

David Sheffrin & 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 national and contingent executive search successes within higher education (over 300 and counting) over the past 50 years include: CEO, COO, CFO, Founding Chair, Campus President, Executive Director, Director of Admissions, Director of Education, Academic Dean, Online President, Online Academic Dean among others.

David Sheffrin
 14304 North 87th Street
 Suite 215

Telephone: (480) 556-0631 ext 201
 Fax: (480) 556-0630
 E-mail: dsh@dsandassociates.com

Scottsdale, AZ 85280

Diversified Search Oders Berntson

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.

Dan Morrison
One Commerce Square
2085 Market Street, Suite 3300
Philadelphia, PA 19103

Telephone: (215) 732-6666
Fax: (215) 598-8399
E-mail: dmm.morrison@diversified.com

EFL Associates

Jason Paschke
11446 Turnabout Creek Parkway
Leawood, KS 66211-2672

Telephone: (913) 451-0866
Fax: (913) 451-3219
E-mail: jpaschke@eflassociates.com

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, CHD, CHJ, CEO, CFO, CHAIR, CIO, DEAN, GC, OTH, SPO, VP

Jan Greenwood
42 Business Center Drive
Suite 205
Hickory Beach, FL 32508

Telephone: (850) 658-2277
Fax: (850) 658-2272
E-mail: jagreenwood@greenwoodandasher.com

Harris & Associates/HC Partners

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

Jeffrey Harris
4336 Tuller Road
Dublin, OH 43017

Telephone: (614) 798-8580
Fax: (614) 798-8588
E-mail: jharris@harriscandidates.com

Hedrick & Struggles, Inc.

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

Ellen Brown
383 Peachtree Street, NE
Suite 4000
Atlanta, GA 30308

Telephone: (404) 682-7313
Fax: (404) 577-4048
E-mail: ebrown@hedrick.com

Intercon, Miller

Intercon, 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, CHD, CEO, CFO, CHAIR, CIO, CSFA, DEAN, DIR, GC, OTH, SPO, VP

John Intercon
334 Boylston Street, Suite 500
Boston, MA 02116-3889

Telephone: (617) 262-6980
Fax: (617) 262-6989
E-mail: jintercon@intercon.com

J. Robert Scott Executive Search

Jonathan Fortescue
250 Frontline Street
Suite 630
Boston, MA 02110

Telephone: (617) 543-2776
Fax:
E-mail: johathan@jrobertscott.com

Janet Wright & Associates Inc.

Founded in 1985, Janet Wright & Associates specializes in senior-level recruiting for mission-driven organizations in the public and not-for-profit sectors, primarily colleges and universities.

Janet Wright
174 Bedford Road
Suite 200
Toronto, Ontario, CAN

Telephone: (416) 923-3888
Fax: (416) 923-8311
E-mail: admin@jwasearch.ca

Korn/Ferry International

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

Kenneth Kling
1835 Market Street
Suite 2000
Philadelphia, PA 19103

Telephone: (215) 496-6666
Fax:
E-mail: kenn.kling@kornferry.com

Kube & Company

Serving Higher Education since 1997, Kube & Company, Higher Education Management Consultants, specializes in collegiality and retained executive search and has resolved numerous

continued 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, CSPP, DEAN, DIR, GC, ORN, SPO, VP

Thomas Kuba
10425 East Via Linda
Suite 130
Scottsdale, AZ 85258

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

R. William Funk & Associates

William Funk
100 Highland Park Village
Suite 200
Dallas, TX 75285

Telephone: (214) 522-1222
Fax: (214) 295-3312
E-mail: bill.funk@rwdamfunk.com

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 Allan
2895 South Reach Road
Williamsport, PA 17781

Telephone: (800) 952-9277
Fax: (570) 321-7168
E-mail: rcharl@rpa-inc.org

Registry for College and University Presidents

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

Bryan Carlson
3 Centennial Drive
Penobscot, MA 01958

Telephone: (508) 532-6090
Fax: (508) 538-7544
E-mail: bcarlson@comcast.net

Rent Consulting Group, LLC

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

Cyde Rent
PO Box 228647
Charlotte, NC 28222-8647

Telephone: (704) 366-2388
Fax: (704) 366-2383
E-mail: rent@rentconsultinggroup.com

Russell Reynolds Associates

Mary Tydings
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Suite 400
Washington, DC 20006-5830

Telephone: (202) 454-7822
Fax: (800) 585-7721
E-mail: MTydings@RussellReynolds.com

SIG-The Seelman & 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, CFO, DEAN, DIR, VP

Elise Hoffman
3 Chapman Avenue
Easthampton, MA 01827

Telephone: (413) 529-2895
Fax:
E-mail: elise@seelmanandjohnson.com

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 Hickey Field
13 Hawthorne Avenue
Newton, MA 02466

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E-mail: pfield@sagepartners.com

Storbeck/Pimentel & Associates, Inc.

With over 180 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
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Monterey Park, CA 91754

Telephone: (323) 260-5841
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E-mail: apimentel@storbeckpimentel.com

Storbeck/Pimentel & Associates, LLC

With over 180 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

Shelly Storbeck
1408 North Providence Road

Telephone: (648) 565-2918
Fax: (648) 565-2938

Suite 6800
Harris, PA 15063

E-mail: s.starbeck@starrbeckpointental.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, DB, OFI, VP

William Spelman
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Webster, NY 14588-3916

Telephone: (516) 767-9742
Fax:
E-mail: bill@wselman.com

Witt/Kieffer

Witt/Kieffer, the nation's sixth-largest executive search firm, focuses on college, university and non-for-profit senior-level searches, including presidents, CEOs, deans, and chief development officers. Specialties: ADV, CAO, CEO, CFO, COO, DEAN, GC, VP

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