

## 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 West Oahu \_\_\_\_\_ (Department/Campus) \_\_\_\_\_ for exemption  
from Standard Methods of Source Selection for the following goods, services, or construction:

Executive search services relating to the recruitment of a Vice Chancellor, Academic Affairs (VCAA) for the University of Hawaii at West Oahu.

**Vendor:**  
(If known)  
**Address:**

<b>Term of Contract:</b> (if known)	From:-----	To:-----	Cost: \$75,000 (est.)
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<b>Direct any inquiries to:</b> Department: University of Hawaii at West Oahu  Contact Name/Title: Donna Kiyosaki, Vice Chancellor for Administration  Address: 96-129 Ala Ike, Pearl City, HI 96782	Phone Number: 454-4742  Fax Number: 453-6176
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Date Posted: November 22, 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: University of Hawaii at West Oahu, 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 Vice Chancellor, Academic Affairs (VCAA) for the University of Hawaii at West Oahu. 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 services through completion of the search process.

Estimated Cost: \$ 75,000.00

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

Procurement by standard competitive means, which involves the preparation and advertising of a formal request for proposals, will not permit the completion of the world-wide recruitment and selection process in the time necessary to permit University to make an offer for appointment prior to Spring 2012. As a reasonable alternative, it is proposed that invitations be extended to search firms identified as members of the American Council on Education (ACE) Roundtable of Executive Search Firms. These firms will 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 ACE Roundtable of Executive Search Firms (copy attached), a vendor will be identified based on the firm's executive search experience and other considerations. Informal requests for proposals (copy attached) 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, networking and outreach capabilities, administrative support capabilities, ability to meet the search schedule, the proposed costs of the services to be provided, and the quality of the proposal. Based on the evaluations of the proposals received, the committee will identify no more than three firms and forward the names and an assessment of strengths and weaknesses in unranked order to the Chancellor 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 Chancellor to best match the needs of and 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 the University's 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:

UHWO Chancellor, Gene Awakuni  
UHWO Vice Chancellor for Administration, Donna Kiyosaki  
UHWO Fiscal Officer, Lori Foo  
Director of Procurement, Duff Zwald

Direct questions to: Donna Kiyosaki Phone: 454-4841

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

Donna Kiyosaki  
Full Name of Principal Investigator, Department Head, or Administrator

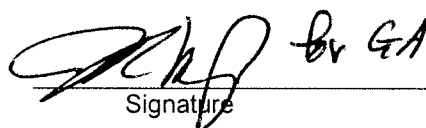
  
Signature 11/18/11  
Date

Lori Foo  
Full Name of Fiscal Officer

  
Signature 11.18.11  
Date

APPROVED:

Gene I. Awakuni  
Full Name of Vice President or Chancellor

  
Signature 11/21/11  
Date

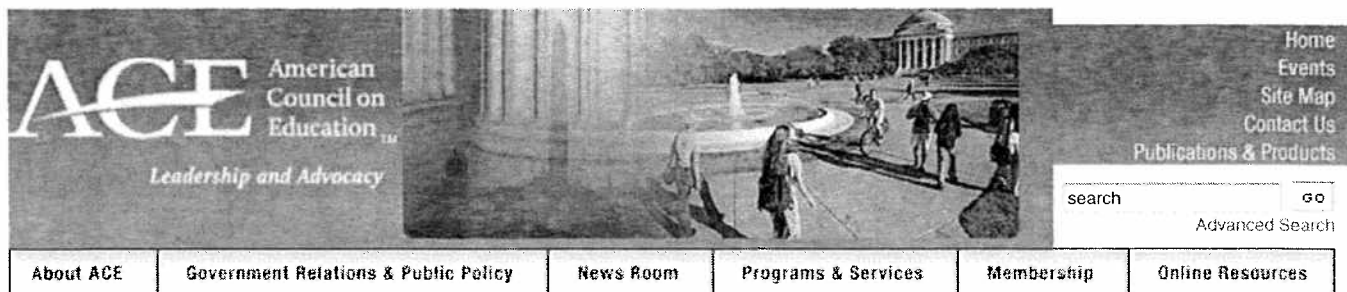
FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend approval.

APPROVED  DENIED

  
VICE PRESIDENT FOR BUDGET & FINANCE/CHIEF FINANCIAL OFFICER, UNIVERSITY OF HAWAII 11/21/11  
DATE



## Online Resources

[ACE Webinar Series](#)  
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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.

**30 listed**

**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: ADV, CAO, CEO, CFO, DEAN, GC, VP

Jessica Kozloff  
 1825 K Street, NW  
 Suite 705  
 Washington, DC 20006

Telephone: (202) 332-4049  
 Fax:  
 E-mail: [jsk@academic-search.com](mailto:jsk@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](mailto:betsy@aldenandassoc.com)

### **Archer ~ Martin Associates**

Nancy Martin  
 PO Box 792  
 Nantucket, MA 02554

Telephone: (508) 325-6161  
 Fax: (508) 228-0445  
 E-mail: [nancy@archermartinassociates.com](mailto:nancy@archermartinassociates.com)

### **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) 223-1297  
 E-mail: [nbrown@acct.org](mailto:nbrown@acct.org)

### **Auerbach Associates**

Judith Auerbach  
385 Concord Avenue  
Suite 103  
Belmont, MA 02478

Telephone: (617) 451-0095  
Fax: (617) 451-5199  
E-mail: [judith@auerbach-assc.com](mailto:judith@auerbach-assc.com)

### **Ayers & Associates, Inc.**

George Ayers  
2001 Jefferson Davis Highway  
Suite 503  
Arlington, VA 22202

Telephone: (703) 418-2815  
Fax: (703) 418-2814  
E-mail: [george.ayers@ayersandassoc.com](mailto:george.ayers@ayersandassoc.com)

### **Baker and Associates**

Jerry Baker  
4799 Olde Towne Parkway  
Suite 202  
Marietta, GA 30068

Telephone: (770) 395-2761  
Fax:  
E-mail: [jbaker@baasearch.com](mailto:jbaker@baasearch.com)

### **Brill Neumann Associates, Inc.**

Elizabeth Neumann  
607 Boylston Street  
Boston, MA 02116

Telephone: (617) 753-1810  
Fax: (617) 753-9330  
E-mail: [liz@brillneumann.com](mailto:liz@brillneumann.com)

### **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.

David Shefrin  
14301 North 87th Street  
Suite 215  
Scottsdale, AZ 85260

Telephone: (480) 556-0631 ext 201  
Fax: (480) 556-0638  
E-mail: [dshefrin@aol.com](mailto:dshefrin@aol.com)

### **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.

Kim Morrisson  
One Commerce Square  
2005 Market Street, Suite 3300  
Philadelphia, PA 19103

Telephone: (215) 732-6666  
Fax: (215) 568-8399  
E-mail: [kim.morrisson@divsearch.com](mailto:kim.morrisson@divsearch.com)

### **EFL Associates**

Jason Meschke  
11440 Tomahawk Creek Parkway  
Leawood, KS 66211-2672

Telephone: (913) 451-8866  
Fax: (913) 451-3219  
E-mail: [jasnicar@eflassociates.com](mailto:jasnicar@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, ATH, CAO, CEO, CFO, CHAIR, CIO, DEAN, GC, OTH, SPO, VP

Jan Greenwood  
42 Business Center Drive  
Suite 206  
Miramar Beach, FL 32550

Telephone: (850) 650-2277  
Fax: (850) 650-2272  
E-mail:  
[jangreenwood@greenwoodsearch.com](mailto:jangreenwood@greenwoodsearch.com)

### **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  
4236 Tuller Road  
Dublin, OH 93017

Telephone: (614) 798-8500  
Fax: (614) 798-8588  
E-mail: [jeff@harrisandassociates.com](mailto:jeff@harrisandassociates.com)

### **Heidrick & Struggles, Inc.**

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

Ellen Brown  
303 Peachtree Street, NE  
Suite 4300  
Atlanta, GA 30308

Telephone: (404) 682-7313  
Fax: (404) 577-4048  
E-mail: [ebrown@heidrick.com](mailto:ebrown@heidrick.com)

### **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

John Isaacson  
263 Summer Street, 7th Floor  
Boston, MA 02210

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

### **J. Robert Scott Executive Search**

Jonathan Fortescue  
260 Franklin Street  
Suite 620  
Boston, MA 02110

Telephone: (617) 563-2770  
Fax:  
E-mail: [jonathan.fortescue@fmr.com](mailto:jonathan.fortescue@fmr.com)

### **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.

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

Telephone: (416) 923-3008  
Fax: (416) 923-8311  
E-mail: [admin@jwasearch.com](mailto:admin@jwasearch.com)

### **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 Kring  
1835 Market Street

Telephone: (215) 496-6666  
Fax:

Suite 2000  
Philadelphia, PA 19103

E-mail: [ken.kring@kornferry.com](mailto:ken.kring@kornferry.com)

### **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

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

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

### **R. William Funk & Associates**

William Funk  
100 Highland Park Village  
Suite 200  
Dallas, TX 75205

Telephone: (214) 522-1222  
Fax: (214) 295-3312  
E-mail: [bill.funk@rwilliamfunk.com](mailto:bill.funk@rwilliamfunk.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 Allen  
2895 South Reach Road  
Williamsport, PA 17701

Telephone: (800) 992-9277  
Fax: (570) 321-7160  
E-mail: [richard@rpainc.org](mailto:richard@rpainc.org)

### **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

Telephone: (978) 532-4090  
Fax: (978) 538-7544  
E-mail: [becarlson@comcast.net](mailto: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

Clyda Rent  
PO Box 220647  
Charlotte, NC 28222-0647

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

### **Russell Reynolds Associates**

Mary Tydings  
1701 Pennsylvania Avenue, NW  
Suite 400  
Washington, DC 20006-5810

Telephone: (202) 654-7822  
Fax: (805) 565-7721  
E-mail: [MTydings@RussellReynolds.com](mailto:MTydings@RussellReynolds.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@spelmanandjohnson.com](mailto:info@spelmanandjohnson.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 Hurley Fazli  
19 Hawthorne Avenue  
Newton, MA 02466

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

**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](mailto:a.pimentel@storbeckpimentel.com)

**Storbeck/Pimentel & Associates, LLC**

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

Shelly Storbeck  
1400 North Providence Road  
Suite 6000  
Media, PA 19063

Telephone: (610) 565-2910  
Fax: (610) 565-2939  
E-mail: [s.storbeck@storbeckpimentel.com](mailto: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

William Spelman  
667 Midship Circle  
Webster, NY 14580-3916

Telephone: (585) 787-9742  
Fax:  
E-mail: [bill@wspelman.com](mailto: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

Lucy Leske  
2015 Spring Road  
Suite 510  
Oak Brook, IL 60523

Telephone: (630) 575-6164  
Fax: (630) 990-1257  
E-mail: [lleske@wittkieffer.com](mailto:lleske@wittkieffer.com)



**UNIVERSITY OF HAWAII – WEST OAHU  
REQUEST FOR PROPOSAL TO ASSIST IN THE SEARCH FOR A  
VICE CHANCELLOR OF ACADEMIC AFFAIRS**

**BACKGROUND INFORMATION**

The University of Hawai'i – West Oahu (UHWO) is currently seeking to fill the executive level position, Vice Chancellor of Academic Affairs (VCAA). The VCAA serves as the campus' Chief Academic Officer (position description attached). An executive search firm is being sought to assist in the search.

Information on the University of Hawai'i – West Oahu may be found at [www.hawaii.edu](http://www.hawaii.edu) and [www.uhwo.hawaii.edu](http://www.uhwo.hawaii.edu).

In addition to these web sites, additional information about the students and faculty at the UHWO may also be found at <http://hawaii.edu/iro/maps.htm>.

**STATEMENT OF WORK**

The consultant shall provide the following services as part of the executive search process:

1. **Assessment of Need** – Interview the UHWO Chancellor and/or the Search Advisory Committee to develop an understanding of UHWO's vision and mission for academic planning and policy and to get their perceptions about the qualities that a successful candidate would possess. Develop a document that provides information about the UHWO and defines the direction, challenges, opportunities, and expectations of the VCAA
2. **Recruitment** – Encourage and actively recruit applicants, nominees, and referrals, and prepare background materials, as needed, on these candidates for review and consideration by the Search Advisory Committee and the Chancellor.
3. **Applicant Pool** – Ensure that the applications and nominations submitted are complete and available to the Search Advisory Committee in compliance with published application process requirements. Assist the Committee in identifying the applicants or nominees that meet the minimum qualifications.
4. **Vetting** – Review and screen all applications and nominations of candidates who meet the minimum qualifications. At a minimum, this should include the validation of all candidates' stated credentials (i.e., curriculum vitae, etc.) for those invited to Committee interviews. Present an overview of the qualifications and assets of recommended candidates.

5. **In-Depth Vetting of Finalists** – Provide the UHWO with directed and non-directed reference reports on each of the finalists brought to the UHWO for on-campus interviews, and, upon direction from the UHWO, conduct background checks that include, but not limited to, credit/financial report, criminal record, employment verifications, educational verifications, and professional license verification.
6. **Provide Consultation and Assistance to the Search Advisory Committee and the Chancellor** – Provide consultative services to the Search Advisory Committee and the Chancellor to narrow the pool of applicants and nominees, and provide competitive market data such as lists of recent hires, salaries, national studies on salaries, etc.

## EXPECTATION OF CONSULTANTS

1. **Experience.** Offerors shall have a minimum of FIVE (5) years of executive search experience, and must have demonstrated experience in successfully recruiting executives at the dean level or higher at accredited higher education institutions and/or completed equivalent level executive searches for campus executives in the public or private sector. Experience in recruiting and placing campus chief executive officers is especially valuable. Experience in recruiting for positions in Hawaii, while not mandatory, is also desirable.
2. **Deadlines.** Offerors shall have a track record of working under and meeting tight deadlines.
3. **Interpersonal and Organizational Skills.** Offerors shall have strong interpersonal and organizational skills.
4. **Network of Candidates.** Offerors shall have a worldwide network of contacts that will enable the offerors to recruit strong candidates for the named positions.

## PROPOSALS

Interested search firms should submit a comprehensive proposal that provides, at a minimum, the following information.

1. **Search Firm.** Background information on the firm including areas of specialization and contact information, and years of experience.

2. **Account Executive.** Name and background information of the individual who will be handling the account. The UHWO will expect that named Account Executive to be the individual providing outreach and services for this account and also the individual who will serve as a liaison to the UHWO.
3. **Previous Clients.** List of institutions or agencies that you are currently employed by or have successfully assisted in the past five years to recruit and hire a campus executives or related field. Please provide the location and date of each placement.
4. **Basic Scope of Service.** Please provide an overview of how your firm would assist in the named services as defined in the Statement of Work.
5. **Fee for Services.** Please provide a proposal of fees for the basic scope of services listed above. The fee for services may not exceed the following parameters.

A. Executive Search Assistance or Retainer Fee

Offerors shall propose separate flat retainer fees to cover all services for the search for a VCAA. Other expenses over and above the retainer fees or those identified in the Other Costs and Expenses as follows shall be specified in the offeror's proposal.

B. Other Costs and Expenses

- 1) *Travel and Per Diem* – Any reimbursement due the Contractor for per diem and transportation expenses under this Agreement shall be consistent with the following State and University guidelines. All expenses for all modes of transportation must be approved in writing by the University prior to travel.
  - a. Reimbursement for inter-island air transportation, if applicable, shall be for actual cost only.
  - b. Reimbursement for air transportation between Hawai'i and out-of-state locations shall not exceed the lesser of actual cost and coach class air fare. In the event travel in a higher class will result in an overall cost savings to the University, and with prior written approval of the University, fares in excess of coach class may be reimbursed.
  - c. Reimbursement for transportation between the consultant's geographic location and potential candidate locations must be authorized in writing by the University prior to travel. In general, such travel should be kept to a minimum.

- d. Reimbursement for ground transportation costs shall not exceed the actual cost of renting an intermediate-sized vehicle.
  - e. Unless prior written approval of the University is obtained, reimbursement for subsistence allowance (i.e., hotel and meals, etc.) shall consist of either the federal per diem rate or a mutually agreed upon flat dollar amount not to exceed the federal per diem rate.
- 2) *Administrative and Support Expenses.* The University shall reimburse the Contractor for expenses, which are to be invoiced monthly, incurred on the University's behalf in the performance of the services herein. These expenses include, but are not limited to, postage, communication charges, photocopying, and research. Such indirect administrative and support expenses shall not exceed 9 percent of the retainer fee.
- 3) *Other Direct Expenses.* Direct Expenses such as advertising and videoconferencing shall be reimbursed on an actual cost basis upon submission of an invoice and receipts if authorized prior to the activity by the University.

## **SUBMISSION OF PROPOSALS**

Interested firms should submit a search proposal for the VCAA, UHWO along with six (6) hardcopies of the proposal and a fee schedule to the Chancellor's Office, University of Hawai'i – West Oahu, ATT: Donna Kiyosaki, 96-129 Ala Ike Pearl City, Hawai'i 96782 no later than 4:00 pm (Hawai'i Standard Time), \_\_\_\_\_, 2011. For additional information, please contact Donna Kiyosaki by telephone at (808) 454-4841 or by email at [dkiyosaki@uhwo.hawaii.edu](mailto:dkiyosaki@uhwo.hawaii.edu).

Please note that State law requires completion of tax clearance and other procurement forms prior to formal award of any contract and prior to any payments for services. Further, a second, final tax clearance will be required prior to final payment.