

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

The President, University of Hawaii, is in the process of reviewing the request from UH System Office of the Vice President for Academic Planning and Policy (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Consultant services to prepare an assessment of the current and future role of the University in the community, evaluate how well the University is fulfilling community needs, and provide the foundation for the University's next Strategic Directions update in 2021. The assessment project entitled, "The Third Decade," will inform the University's direction and priorities for the next 10 years. Consultant service will include conduction research, identifying key trends and emerging issues, analyzing data, conducting focus groups/interview, preparing a draft and final report, and presenting the report to the Board of Regents and Officers of the University.

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

Term of Contract: (If known)	From: To be determined.	To: To be determined.	Cost: \$200,000.00 (estimated)
--	-----------------------------------	---------------------------------	--

Direct any inquiries to: Department: Institutional Research and Analysis Office Contact Name/Title: Pearl Iboshi, Director Address: 1633 Bachman Place, Sinclair Annex 2, Room 4 Honolulu, Hawaii 96822	Phone Number: (808) 956-7532 Fax Number: (808) 956-9870
--	--

Date Posted: April 23, 2019

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: UH System Office of the Vice President for Academic Planning and Policy
(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: \$ 200,000

(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: Pearl Iboshi Phone: 956-7532

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

Donald O. Straney, Ph.D.
Vice President for Academic Planning and Policy
Full Name of Principal Investigator, Department Head, or Administrator

Donald O. Straney APR 15 2019
Signature Date

Blanche Fountain
Full Name of Fiscal Officer

[Signature] 4/14/19
Signature Date

APPROVED:
Donald O. Straney, Ph.D.
Vice President for Academic Planning and Policy
Full Name of Vice President or Chancellor

Donald O. Straney APR 15 2019
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

[Signature]
PRESIDENT, UNIVERSITY OF HAWAII

5/8/19
DATE

Description of goods, services, or construction:

Consultant services to prepare an assessment of the current and future role of the university in the community, evaluate how well the university is fulfilling community needs, and provide the foundation for the University's next Strategic Directions update in 2021. The assessment project, entitled, "The Third Decade," will inform the University's direction and priorities for the next 10 years. Consultant services will include conducting research, identifying key trends and emerging issues, analyzing data, conducting focus groups/interviews, preparing a draft and final report, and presenting the report to the Board of Regents and Officers of the University.

More specifically, the consultant will:

1. Analyze national trends and emerging issues in higher education, including programs of study, modes of delivery, population changes and financing strategies, and assessing how these changes will impact UH.
 2. Analyze state level trends and emerging issues, including demographic changes and current and emerging statewide employment needs. The review should examine how well UH is addressing current needs, identify gaps in supply and demand and areas of opportunity and identify key strategic initiatives to adapt to a changing environment over the next decade.
 3. Analyze state workforce needs, including what jobs will be required in the next 10 years and beyond, and identify potential opportunities emerging nationally and globally, using occupational projections and job postings data and workforce shortage and surplus areas. As part of the analysis, recommend what academic programs UH should develop to help address those needs.
 4. Meet with identified stakeholders and stakeholder groups as another method to identify priority areas that the University should focus on in the next 10 years to positively impact the state's economic development.
 5. Analyze the educational programs being offered by the 10 campuses to determine the extent to which programs are meeting current and future needs. The review should consider the extent to which program duplication may be occurring as well as when demand can be met through collaborative systemwide efforts.
 6. Prepare a draft report and meeting with identified stakeholders and stakeholder groups to get feedback.
 7. Prepare and present a final report to UH Board of Regents and Officers.
- (1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University:

This report will provide the foundation for planning efforts of the University, including its current "Strategic Directions," which will be updated in 2020. To assist with the Strategic Directions update, the Third Decade report will provide a long-range assessment of how UH can best fulfill community needs. The report must be completed by mid-2020.

The selected consultant will: 1) possess a demonstrated knowledge of national trends in higher education; 2) have conducted strategic planning at the state or institutional level; 3) possess extensive experience with analyzing programmatic campus level information; and, 4) have experience working with multi-campus systems. Previous experience conducting strategic planning

activities for other university systems is desirable. Furthermore, knowledge of Hawaii's unique political and cultural landscape will be beneficial.

Procurement by standard competitive means involving the preparation and advertising of a formal Request for Proposals will not permit the University to meet the timetable set forth. As a reasonable alternative, it is proposed that an invitation to submit proposals be extended to potential consultants that have been identified through research and discussions with other universities and colleges.

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

A University committee of at least THREE (3) members experienced with the Strategic Planning efforts of the university will review the proposals received and make the final selection. Criteria and evaluation weighting will be clearly stated in the invitation. Proposals will be evaluated on the comprehensiveness of the services to be provided, the qualifications and expertise of the consultant or team, the clarity and technical merits of the proposal, and pricing.

- (3) A Description of the Department's internal controls and approval requirements

The Office of Procurement and Real Property Management will assist in reviewing the Invitation and contract for services with the firm of individual selected by the Committee. Expenditures will be subject to administrative review, approval and processing in conformity with the specifications outlined in the contract and the 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:

- a. Debora Halbert, Associate Vice President for Academic Planning and Policy, University of Hawaii System
- b. Pearl Imada Iboshi, Director, Institutional Research and Analysis Office
- c. Sandra Furuto, Director, Data Governance and Operations