

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, College of Pharmacy (Department/Campus) for exemption from Standard Methods of Source Selection for the following goods, services, or construction:
Executive search firm services for recruitment of a Chair for the Department of Pharmacy Practice, College of Pharmacy, University of Hawaii at Hilo.

Vendor:
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$50,000.00 (est.)
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Direct any inquiries to: Department: University of Hawaii at Hilo, College of Pharmacy Contact Name/Title: Kristi Kaniho Address: 200 W. Kawili Street Hilo, Hawaii 96720-4091	Phone Number: (808) 933-3865 Fax Number: (808) 933-2974
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Date Posted: March 17, 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 Hilo, College of Pharmacy
(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 firm services are being sought relating to the recruitment of a Chair for the Department of Pharmacy Practice, College of Pharmacy, 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 executive search firm will provide general consultation through the completion of the search process.

Estimated Cost: \$ 50,000.00

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

Procurement by standard competitive means, involving the preparation and advertising of a formal request for proposals, will not allow the completion of a world-wide recruitment and selection process in the time necessary to permit the University to make an offer of appointment for Fall 2011, to this key leadership position. As a reasonable alternative, it is being proposed that invitations be extended to search firms that the UHH-College of Pharmacy has researched. The informal procedure should provide the University, in a timely manner, with ample number of search proposals from firms with the experience necessary to 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;

The College of Pharmacy has conducted research to identify successful recruitment firms from a variety of sources such as; prior staff experience, talking with other colleges, and the internet. From this research, the College of Pharmacy has identified a list of recruitment firms (attached) they believe meet the following criteria; experience in academic searches for similar positions, record of successful placements at similar institutions, and nationwide networking and outreach capabilities. An evaluation team, selected by the Dean, will request proposals from these identified firms. Proposals received from these firms will then be further evaluated and ranked by the criteria listed above, as well as the following additional criteria; the ability to meet the search schedule set by the University, the proposed cost of the services provided, and the overall quality of the proposal. The proposals received, along with the evaluations team's recommendation, will be sent to the Dean 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 the preparation of a contract for service with the firm determined by the College of Pharmacy Dean to best match the needs of the College and 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.

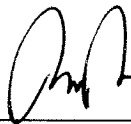
(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:

1. College of Pharmacy Dean - John Pezzuto
2. College of Pharmacy Associate Dean of Academic Affairs and Search Committee - Edward Fisher
3. College of Pharmacy Associate Dean of Research and Reviewing Official - Robert Borris
4. Director of Business Service - Marie Honda

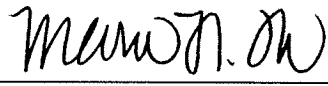
Direct questions to: Kristi Kaniho Phone: 933-3865

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

John Pezzuto
Full Name of Principal Investigator, Department Head, or Administrator

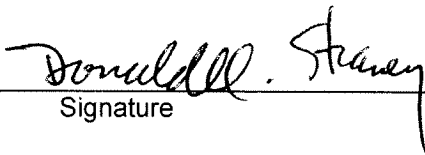
 02/03/11
Signature Date

Marie Honda
Full Name of Fiscal Officer

 3/8/11
Signature Date

APPROVED:

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

 MAR 15 2011
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval.

APPROVED DENIED

 4/5/11
VICE PRESIDENT FOR BUDGET & FINANCE/CHIEF FINANCIAL OFFICER, UNIVERSITY OF HAWAII DATE

OPRPM FORM 138 ATTACHMENT
 UHH COLLEGE OF PHARMACY

<u>COMPANY</u>	<u>CONTACT</u>	<u>PHONE</u>	<u>EMAIL</u>
Greenwood/Asher & Associates, Inc.	Jan Greenwood	(850) 650-2277	jangreenwood@greenwoodsearch.com
Harris & Associates/IIC Partners	Jeffrey Harris	(614) 798-8500	jeff@harrisandassociates.com
Isaacson, Miller	John Isaacson	(617) 262-6500	jisaacson@jmsearch.com
Kube & Company	Thomas Kube	(480) 767-7126	tkube@kubeco.com
MedSearch4Less	William Greenberg	(412) 261-2244	bg@medsearch4less.com
Rent Consulting Group, LLC	Clyda Rent	(704) 366-2388	crent@rentconsultinggroup.com
The Barrett Group	Price Mason	(800) 304-4473	price@careerchange.com
The Remedy Group	Christopher Drashner	(866) REMEDY7	chris@remedyrecruiting.com