

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

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

Executive search services for the recruitment of a Vice President for Research and Innovation for the University of Hawaii.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$95,000.00 (est.)
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Direct any inquiries to: Department: Information Technology Services Contact Name/Title: David Lassner, Vice President for Information Technology & Chief Information Officer Address: 2444 Dole Street, Bachman 204 Honolulu, Hawaii 96822	Phone Number: (808) 956-3501 Fax Number: (808) 956-5025
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Date Posted: DECEMBER 10, 2012

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: OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND INNOVATION

(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: \$ 95,000.00

(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: David Lassner Phone: 956-3501

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

David Lassner
Full Name of Principal Investigator, Department Head, or Administrator

David Lassner DEC - 6 2012
Signature Date

Blanche Fountain
Full Name of Fiscal Officer

Blanche Fountain 12/6/12
Signature Date

APPROVED:

Howard S. Todo
Full Name of Vice President or Chancellor

Howard S. Todo 12/7/2012
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

____ APPROVED _____ DENIED

OPRPM Form 138 – Request for Exemption from 103D, HRS

Description of goods, services, or construction:

Executive search services are being sought relating to the recruitment of a Vice President for Research and Innovation for the University of Hawaii. Search services shall include assistance in advertising, development of a challenges/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 selected firm 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 Spring/Summer 2013 to fill this impending critical leadership vacancy in the time required. As a reasonable alternative, it is being proposed that invitations to submit proposals be extended to search firms who have been identified as members of the American Council on Education (ACE) Roundtable of Executive Search Firms that provide executive search services to colleges and universities across the nation. This highly competitive but less formal procedure will provide the University, in a timely manner, with ample numbers of competitive search proposals from firms who have the experience necessary to successfully assist the University in its search. The attached draft "Invitation to Submit Proposal" (hereinafter, "Invitation") provides more information about the highly competitive process that will be utilized.

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

Invitations to Submit Proposals to assist in the search will be forwarded to all of the more than 25 search firms (see list of firms in attached Invitation) that are listed by the American Council on Education (ACE) Roundtable of Executive Search Firms. Invitations will also be forwarded to search firms that can be identified or express interest in working with UH. A committee of from three to five (3-5) members experienced in the conduct of an executive search will review the proposals received, taking into consideration the following factors: the firm's prior experience in executive searches for similar positions; prior record of successful placements at other higher education institutions and/or relevant major corporations; networking and outreach capabilities; executive search administrative support capabilities; ability to meet the search schedule set by the University; and the proposed costs of the services to be provided including willingness to accept the terms outlined in the Invitation. Based on the committee's evaluation of the proposals received, the committee will identify at least three of the search firms and forward the names of the firms and the committee's assessment of the strengths and weaknesses of each firm to the President for final selection. The President will select from among the 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 administrative review, approval, and processing in conformity with the specifications of the invitation for proposals and University 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:

UH Vice President for Information Technology and CIO David Lassner, Chair of Search Committee
UH Vice President for Budget & Finance and CFO Howard Todo
Director of System Administrative Services Blanche Fountain
Executive Assistant Keala Monaco

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UNIVERSITY OF HAWAI'I SYSTEM
INVITATION TO SUBMIT PROPOSAL TO ASSIST IN THE SEARCH FOR A
VICE PRESIDENT FOR RESEARCH AND INNOVATION

BACKGROUND INFORMATION

The University of Hawai'i System is currently seeking to fill the executive level position, Vice President for Research and Innovation. The Vice President for Research and Innovation serves as Chief Research and Innovation Officer for the University of Hawai'i System (position description attached). An executive search firm is being sought to assist in the search.

Information on the University of Hawai'i System may be found at www.hawaii.edu. Additional information about the students and faculty at the University of Hawai'i 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 President, the Search Advisory Committee and others as appropriate to develop an understanding of the University of Hawai'i's vision and mission for research and innovation and to get their perceptions about the qualities that a successful candidate would possess. Develop a document that provides information about the University of Hawaii (University), the Office of the VP for Research and Innovation, and defines the direction, challenges, opportunities, and expectations of the VPRI.
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.
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.

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5. **In-Depth Vetting of Finalists** – Provide the University with directed and non-directed reference reports on each of the finalists brought to the University for on-campus interviews, and, upon direction from the University, 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 President 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 University will expect that named Account

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Executive to be the individual providing outreach and services for this account and also the individual who will serve as a liaison to the University.

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 a flat retainer fee to cover their services for the search for a VPRI. Any 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 airfare. 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.

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- 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 VPRI, University along with six (6) hardcopies of the proposal and a fee schedule to the President's Office, University of Hawai'i, ATTN: Keala Monaco, 2444 Dole Street, Bachman Hall 202, Honolulu, Hawai'i 96822 no later than 4:00 pm (Hawai'i Standard Time), Friday, January 25, 2013. For additional information, please contact Keala Monaco by telephone at (808) 956-9083 or by email at kmonaco@hawaii.edu.

Please note that State law requires certification of compliance through the Hawaii Compliance Express (vendors.ehawaii.gov) 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.



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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.

28 listed

Specialty

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

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

Archer ~ Martin Associates

Nancy Martin
PO Box 792
Nantucket, MA 02554

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

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

Ayers & Associates, Inc.

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

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

Baker and Associates

Jerry Baker
PO Box 249
Mason, NC 27551

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

Brill Neumann Associates, Inc.

Elizabeth Neumann

Telephone: (617) 252-1910

Liz Brillneumann
607 Boylston Street
Boston, MA 02116

Telephone: (617) 753-1818
Fax: (617) 753-9330
E-mail: liz@brillneumann.com

CarterBaldwin Executive Search

CarterBaldwin Executive Search, a nationally recognized leader in executive search, specializes in higher education leadership searches, including presidents, chancellors and cabinet officers.
Specialty: CEO

Bill Peterson
200 Mansell Court East
Suite 450
Roswell, GA 30076

Telephone: (678) 448-0013
Fax:
E-mail: bpeterson@carterbaldwin.com

Diversified Search

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) 656-3546
Fax: (215) 568-8399
E-mail: 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

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

Harris Search Associates

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

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

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

Lahti Search Consultants

Lahti Search Consultants is a nationally recognized executive search firm specializing in enrollment management, admissions, marketing, financial aid, and international admissions placements. Our consultants use their higher education experience as former senior-level practitioners to discern and match institutional needs with candidate talents and styles. Specialties: DEAN, DIR, OTH, VP

Richard Cook
4360 France Avenue South
Minneapolis, MN 55410

Telephone: 814-724-5618
Fax:
E-mail: richard@lahtisearch.com

Myers McRae Executive Search and Consulting

Myers McRae has recruited academic and administrative leaders for public and private colleges and universities for over 28 years. Our consultants bring firsthand experience of educational institutions to their searches, providing clients with applicable, knowledgeable counsel that is tailored to the specific needs of the institution. Specialties: ADV, CAO, CEO, CFO, CHAIR, CIO, CS/PA, DEAN, DIR, GC, OTH, SPO, VP

Emily Myers
515 Mulberry Street
Suite 200
Macon, GA 31201

Telephone: (478) 330-6222
Fax: (478) 330-5611
E-mail: emilymyers@myersmcrac.com

Park Square Executive Search

Jonathan Fortescue
1 Broadway, 14th Floor
Cambridge, MA 02142

Telephone: 617 401 2981
Fax:
E-mail: jonathan@parksquaresearch.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@williamfunk.com

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Richard Allen
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Williamsport, PA 17701

Telephone: (800) 992-9277
Fax: (570) 321-7160
E-mail: 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

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

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 Fazli
19 Hawthorne Avenue
Newton, MA 02466

Telephone: (617) 964-0406
Fax:
E-mail: pfazli@sagesearch.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

Patricia Herzog
19 Hawthorne Avenue
Newton, MA 02466

Telephone: (617) 232-3113
Fax: (617) 232-6655
E-mail: pherzog@sagesearch.com

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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

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

Telephone: (610) 565-2910
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667 Midship Circle
Webster, NY 14580-3916

Telephone: (585) 787-9742
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Lucy Leske
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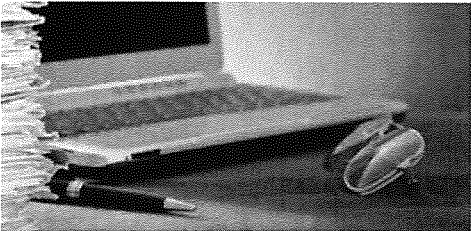
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