

**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 Board of Regents _____ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:
Executive search firm services to assist the Board of Regents in the recruitment and selection of the President for the University of Hawaii System

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$75,000-\$125,000 (est.)
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Direct any inquiries to: Department: Office of Human Resources Contact Name/Title: Brenna Hashimoto Director of System Support and Administration Address: Administrative Services Building 2 University of Hawaii at Manoa	Phone Number: (808) 956-3950 Fax Number: (808) 956-3952
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Date Posted: September 26, 2013

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 Board of Regents

(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: \$ 75,000 - \$125,000

(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: Brenna Hashimoto Phone: (808) 956-3950

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

Cynthia Quinn, Exec Admin & Secy of BOR
Full Name of Principal Investigator, Department Head, or Administrator

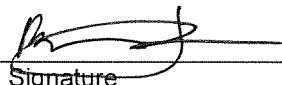


9/26/13

Signature

Date

Blanche Fountain
Full Name of Fiscal Officer




9/26/13

Signature

Date

APPROVED:

Howard S. Todo
Full Name of Vice President or Chancellor



9/26/13

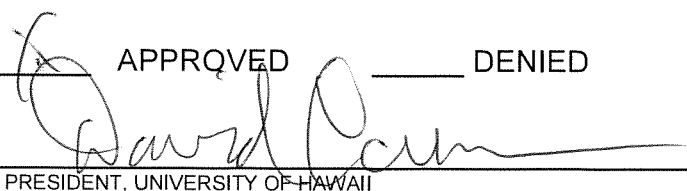
Signature

Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED



PRESIDENT, UNIVERSITY OF HAWAII

OCT 4 2013

DATE

Request for Exemption from 103D, HRS
(Executive Search Firm Services for the Position of
President, University of Hawai'i System)

Description of goods, services, or construction:

Executive search services are being sought relating to the recruitment and selection of the President for the University of Hawai'i (University) System (President). Search services shall include assistance with: (a) drafting the institutional and candidate profiles based on input from stakeholders; (b) updating the president position description; (c) drafting expectations for the president; (d) developing a search calendar and budget; (e) managing the identification, active recruitment, research on and vetting of qualified candidates; and (f) coordinating and monitoring of the search process. In addition, the selected search firm will provide general consultation through the completion of the search process, and will report primarily to the Regents' Committee on Presidential Selection (Committee).

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 an offer of appointment by Spring/Summer 2014. It is important that the University fill this critical leadership vacancy in the University President position by that time. As a reasonable alternative, it is being proposed that invitations to submit proposals be extended to executive search firms who have been identified through research and discussions with college and university administrators and executive search firms, both nationally and in Hawai'i. This competitive but less formal procedure will provide the University, in a timely manner, with a sufficient number of search firm proposals from businesses who have the experience necessary to successfully assist the University in its search. The attached "Invitation to Submit Proposals" (hereafter, "Invitation") provides more information about the 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

A task group of the Committee will be constituted to oversee and coordinate the selection of the executive search firm. The Invitation to assist in the search will be forwarded to five to ten (5-10) search firms that have been identified and/or have expressed interest in working with the University. A task group of three to five (3-5) members of the Committee will review the proposals received, taking into consideration the following factors: (1) the firm's prior experience in executive searches for similar positions at other higher education institutions and/or relevant

major corporations; (2) networking and outreach capabilities both nationwide and within Hawaii; (3) ability to meet the search schedule set by the University; and (4) the proposed costs of the services to be provided, including willingness to accept the terms outlined in the Invitation. Based on the task group's evaluation of the proposals received, the task group will identify at least three of the firms and forward the names of the firms and the task group's assessment of the strengths and weaknesses of each firm to the Committee for final selection. The Committee will select from among the recommended firms the search firm that best matches the needs of, and that will be most advantageous to, the University.

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

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

Regent Carl Carlson

Regent John Holzman

Administrator and Secretary of the Board of Regents Cynthia Quinn

Director of System Support and Administration Brenna Hashimoto

Director of System Administrative Services Blanche Fountain

**UNIVERSITY OF HAWAI'I
INVITATION TO SUBMIT PROPOSALS TO PROVIDE
EXECUTIVE SEARCH SERVICES FOR
THE NEXT UNIVERSITY OF HAWAI'I PRESIDENT**

BACKGROUND INFORMATION

The University of Hawai'i Board of Regents (Board of Regents) is currently seeking to fill the position of President for the University of Hawai'i (University) System (University President). The President is appointed by the Board of Regents and serves as the chief executive officer of the 10-campus University system and is responsible for providing academic and administrative leadership and direction.

An executive search firm is being sought to assist the Board of Regents' Presidential Selection Committee (Committee) with the recruitment and selection process. The University is issuing this Invitation to Submit Proposals (Invitation) as part of its process to select and retain an executive search firm.

Information on the University System may be found at www.hawaii.edu. Additional information about University students and faculty may also be found at <http://www.hawaii.edu/iro/maps.htm>.

STATEMENT OF WORK

The executive search firm shall provide the following services as part of the executive search process for the University President:

1. **Development of Position Description and Expectations** – Interview the Committee, the Board of Regents leadership, and others as appropriate to develop an understanding of the overall vision for and mission of the University and to get their perceptions about the qualities that the University President would need to possess. Develop documents that provide information about the University System and the challenges facing, the opportunities for, and the expectations of the University President. Draft a position description for the University President that includes identifying the priority expectations of the University President.
2. **Assistance in Recruitment of Applicants** – Develop a search calendar and budget. Encourage and actively recruit applicants, nominees, and referrals (collectively the "candidates"), and prepare background materials, as needed, on these candidates for Committee review and consideration.
3. **Applicant Pool** - Ensure that the applications and nominations submitted are complete and available to the Committee in compliance with published

application process requirements. Assist the Committee in identifying the applicants or nominees that meet the minimum qualifications.

4. **Provide Consultation and Assistance to the Presidential Selection Committee, Task Groups, and the Board of Regents** – Provide consultant services to the Committee, any associated task groups, and the Board of Regents to narrow the pool of candidates, and provide competitive market data such as lists of recent hires and salaries of university and college presidents or similar chief executive officer positions at higher education institutions, national studies on salaries covering executives at higher education institutions, etc. Prepare and present interim reports to the Committee and the Board.
5. **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.
6. **In-Depth Vetting of Finalist** – 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 are not limited to, credit/financial report, criminal record, employment verifications, educational verifications, and professional license verification.

EXPECTATIONS OF SEARCH FIRM

1. **Experience.** Persons or entities submitting responses to the Invitation (Offerors) shall have a minimum of five (5) years of executive search experience, and must have demonstrated experience in successfully recruiting executives at the vice president or chancellor level or higher at accredited higher education institutions and/or completed equivalent level (e.g., chief executive officer) executive searches in the public or private sector. Experience in recruiting and placing university presidents and/or chief executive officers (preferably in accredited public universities or public higher education institutions) is especially valuable. Experience in recruiting for similar executive positions in Hawai'i to develop an effective approach for recruiting candidates with ties to Hawaii, while not required, is also desirable. Offerors shall have demonstrated: (a) experience in advising Boards/Trustees of large public universities on best practices for the presidential/chief executive officer search process; (b) familiarity with current industry standard presidential contract terms and experience assisting boards in negotiating the same; (c) experience drafting institutional and candidate profiles; and (d) experience conducting thorough background and reference checks.
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 nationwide network of contacts that will enable such Offerors to recruit strong candidates for this position of University President.

PROPOSALS

Interested Offerors should submit a comprehensive proposal that provides, at a minimum, the following information:

1. **Search Firm.** Background information on the firm's lead executive search consultant(s) that will be assigned to the University, including areas of specialization and contact information, and years of experience. The University will expect that the executive search consultant(s) named in the proposal will be the primary individual(s) providing outreach and services for this executive search process for the Offeror and serve as the principal liaison between the Offeror and the University. Provide names and backgrounds of others that will be assigned to the University by the Offeror to provide additional support services, as appropriate.
2. **Previous Clients.** Lists of institutions or government agencies, including public higher education institutions that you are currently employed by or have successfully assisted in the past five years to recruit and hire a campus executive comparable to the University President position. Provide the location and date of each placement and references.
3. **Approach to Providing Services.** Furnish an overview of how the Offeror would assist in providing the services described in the Statement of Work. Describe the approach the Offeror would take to supporting the search.
4. **Qualifications to Meet Expectations.** Describe how the Offeror's qualifications will enable the Offeror to meet the Committee's expectations as described in this Invitation.
5. **Fee for Services.** Provide a fee proposal for the scope of executive search consultant services described in the Statement of Work above and this Invitation (collectively the Services). The proposed 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 the Offeror's provision of the Services during and in connection with the University's search for the

University President (Retainer Fee). Each Offeror shall specify in its proposal any expenses the Offeror anticipates to incur over and above the Retainer Fee and those identified in the subparagraph 5B (Other Costs and Expenses) below. The University will not consider fees based on a percentage of the projected total compensation.

B. Other Costs and Expenses

- 1) Travel and Per Diem. Any reimbursement for per diem and transportation expenses that might be due to the Offeror who receives, pursuant to this Invitation, the award of the contract to provide the Services (Contractor) during the Contractor's performance of the Services shall be consistent with the following State of Hawaii and University guidelines. These guidelines shall also apply to candidate per diem and transportation expenses, provided that the University agrees to reimburse candidate's expenses. All expenses for all modes of transportation must be approved in writing by the University prior to travel.
 - a. Inter-island and Out of State travel. Reimbursement for air transportation within Hawaii and 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.
 - b. Ground transportation. Reimbursement for ground transportation costs shall not exceed the actual cost of renting an intermediate-sized vehicle.
 - c. Subsistence allowance. 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 (Administrative Expenses). The Administrative Expenses may include, but are not limited to, postage, communication charges, photocopying, and research, and shall not exceed nine percent (9%) of the Retainer Fee.

- 3) Other Direct Expenses. Direct Expenses such as advertising and video conferencing shall be reimbursed on an actual cost basis upon submission of an invoice and receipts acceptable to the University and if authorized prior to the activity by the University.

SUBMISSION OF PROPOSALS

Each interested Offeror should submit six (6) hardcopies of its proposal to the Board of Regents' Office, University of Hawai'i, Attention: Brenna Hashimoto, 2444 Dole Street, Bachman Hall 209, Honolulu, Hawai'i 96822, no later than 4:30 p.m. (Hawai'i Standard Time) on Friday, October 18, 2013. For additional information, please contact Brenna Hashimoto by telephone at (808) 956-3950 or by email at presidentialexsearch@hawaii.edu

Please note that State of Hawaii law requires certification of compliance through the Hawai'i Compliance Express (vendors.ehawaii.gov) prior to formal award of any contract. Further, a second, final tax clearance will be required prior to final payment.

OTHER

The University reserves the right to negotiate a final contract with the selected offeror including but not be limited to: a detailed scope of work, final timeline for completion of services, final compensation and payment schedule, and terms and conditions.