

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
Office of the Vice President for Information Technology/CIO _____ (Department/Campus) for exemption
from Standard Methods of Source Selection for the following goods, services, or construction:
Consultant services for Innovation and Technology Advancement.

Vendor: TBD
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$130,000.00 (est.)
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Direct any inquiries to: Department: Vice President for Budget and Finance/CFO Contact Name/Title: James Nishimoto/Executive Assistant Address: 2444 Dole Street, Bachman 201 Honolulu, Hawaii 96822	Phone Number: (808) 956-4590 Fax Number: (808) 956-5286
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Date Posted: July 20, 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: Office of the Vice President for Information Technology/Chief Information Officer
(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: \$ 130,000.00

(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.

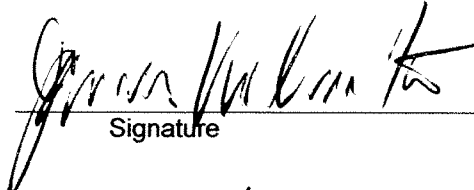
(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:

See attached.

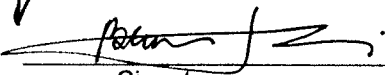
Direct questions to: James Nishimoto Phone: 956-4590

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

James Nishimoto
Full Name of Principal Investigator, Department Head, or Administrator

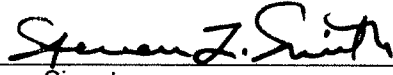
 ^{JMN} 7/20/11
Signature Date

Blanche Fountain
Full Name of Fiscal Officer

 7/20/11
Signature Date

APPROVED:

 David Lassner
Full Name of Vice President or Chancellor

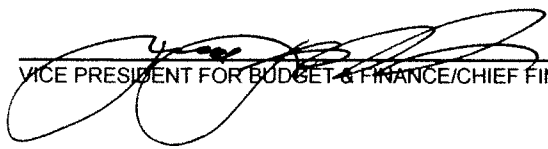
 7/20/11
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommend Approval

APPROVED DENIED

 for Harold Todo. 7/28/11
VICE PRESIDENT FOR BUDGET & FINANCE/CHIEF FINANCIAL OFFICER, UNIVERSITY OF HAWAII DATE

Request for Exemption from 103D, HRS
(Consultant – Innovation and Technology Advancement)

Description of goods, services, or construction:

Consultant services are being sought relating to a 3-phased process for innovation and technology advancement at the University of Hawai'i: Phase 1: Assess, analyze and report on the status of the research and innovation enterprise at the University of Hawai'i in the context of the University of Hawai'i Innovation Council Recommendations and broad strategic considerations, and make specific implementation recommendations accordingly - to be completed by September 14, 2011; Phase 2: In the context of the University of Hawai'i Innovation Council Recommendations and broad strategic considerations, develop specific plans, actions and options designed to position the University to become a national leader in research and innovation - to be completed by October 17, 2011; and Phase 3: Assist, facilitate and collaborate with the University in the implementation of actions to attain strategic outcomes to be initiated on or about by October 19, 2011 with significant progress attained by December 1, 2011 and continuing thereafter until the University has determined that its needs have been met, but not to exceed December 31, 2011. Continuation of consultant services from Phase 1 to Phase 2 and from Phase 2 to Phase 3 shall not be automatic and shall be at the discretion of the University of Hawai'i. Consultant services shall include development of written outcome documentation for each phase for which the consultant is retained, and specifically for Phase 1, the conduct of on-site interviews of key executives and leaders individually or in focus groups; for Phase 2, the submission of a plan in which is identified specification of roles and responsibilities, strategic outcomes and deliverables, actions plans and timeframe sequencing, and outline of the process plan implementation; and Phase 3, prior to initiating actions, submission of a written plan that will be subject to the University's approval, describing the process that identifies the actions, executives, sequencing and timeframe, and methodology to accomplish actions. In addition, the Contractor will provide general consultation through completion of the phase or phases for which consultant services are retained.

(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 consultant selection process to fulfill performance completion deadlines as follows: Phase 1 to be completed by September 14, 2011; Phase 2 to be completed by October 17; and Phase 3 to be initiated by October 19, 2011 with significant progress attained by December 1, 2011 and continuing thereafter until the University has determined that its needs have been met. Delays in the consultant selection process created by the procurements by standard

competitive means will delay the University's ability to meet target completion dates that are in part predicated on the potential preparation of materials for submission to the 2012 legislature for which the submission deadline is in October and November 2011. As a reasonable competitive alternative, it is being proposed that invitations be extended to consultants who are known to have expertise in the subject area and may have interest in providing consultant services to the University. The informal procedure should provide the University, in a timely manner, with proposals from firms or consultants who have the experience necessary to successfully assist the University in its effort to advance innovation and technology.

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

Based on consultations with executives involved in the University's research enterprise, a listing will be development of consultants who have been identified as having previously conducted projects similar to that described in the above Phase 1-3 and who have consultant service experiences with universities. Request for proposals for consultant services will be forwarded to each of the consultants listed. A committee comprised of the Vice President for Research, Dean of the College of Engineering, and UHERO Executive Director, will review proposal responses taking into consideration prior experience in university research and innovation development projects as described in Phases 1-3 above, prior record of successful completed projects, ability of the consultant to meet the schedule set by the University, 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 the three highest evaluated consultants, identify the Committee's assessment of the consultant's strengths and weaknesses and forward the names of the consultants and assessment of strengths and weaknesses in unranked order to the Vice President for Information Technology/Chief Information Officer for final selection. The Vice President will select from among the recommended firms as forwarded by the Committee.

(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 Vice President to best match the needs of and that will 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 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.

Vice President for Information Technology/Chief Information Officer David
Lassner
System Director of Administration Blanche Fountain
Director of Procurement Duff Zwald
Executive Assistant James Nishimoto