



**STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D**

TO: Chief Procurement Officer

FROM: Office of Hawaiian Affairs, Board of Trustees
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods and/or services:

Executive recruitment campaign services for the selection of the OHA Administrator, including stakeholder input, recruitment process design, position review, candidate outreach, screening, and evaluation support. Services include developing a recruitment strategy, advertising and sourcing candidates locally, nationally, and/or globally, screening applicants, conducting interviews and reference/background checks, and preparing candidate summaries for Board consideration. The contractor will also assist with interview coordination, evaluation tools and training, candidate communications, public announcement support, and related Board meeting participation as needed. The services are intended to support a fair, equitable, and qualified executive search process aligned with OHA's mission, vision, and values.

2. Vendor/Contractor/Service Provider: To be determined - seeking multiple bids.

3. Amount of Request:
TBD

4. Term of Contract From: 13-Jul-26 To: 31-Oct-26

5. Prior SPO-007, Procurement Exemption (PE):

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

It is not practicable or advantageous for OHA to procure these executive search services through standard competitive means due to the highly specialized and culturally grounded nature of the engagement. OHA is a unique quasi-state agency serving the Native Hawaiian lāhui, requiring a contractor with demonstrated expertise in Hawai'i's governmental structure and deep understanding of Native Hawaiian history, cultural values, political context, and community dynamics. Effective execution of this scope demands established local relationships, cultural competency, and the ability to engage meaningfully with stakeholders across the islands, which are not readily replicated by firms without Hawai'i-based presence and experience. Additionally, the sensitivity of the OHA Administrator role necessitates a trusted partner capable of navigating community expectations, confidentiality concerns, and nuanced leadership considerations. Prioritizing responses to qualified Hawai'i-based firms with relevant experience ensures a more efficient, credible, and culturally appropriate recruitment process aligned with OHA's mission and responsibilities.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

OHA will utilize an interview panel to identify and select a qualified executive recruitment firm with demonstrated experience relevant to the OHA Administrator search. The request will be shared with Hawai'i-based or Hawai'i-experienced firms known to provide executive search, public-sector recruitment, or organizational leadership services, with emphasis on firms that understand state government, Native Hawaiian issues, and culturally informed leadership.

Responses will be reviewed based on the firm's qualifications, relevant experience, proposed recruitment approach, understanding of OHA's unique mission and governance structure, ability to conduct a fair and equitable process, capacity to identify and vet qualified candidates, proposed timeline, and cost. OHA may conduct follow-up discussions or interviews with responding firms, as needed, to clarify proposals and assess fit. The selected provider will be the firm determined to offer the best overall value to OHA based on experience, cultural and subject-matter competency, methodology, responsiveness, and ability to successfully complete the required scope of services.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Kaiali'i Kahele	OHA Board of Trustees	808-807-2710	kaik@oha.org

***All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided above is, to the best of my knowledge, true and correct.***



Department Head Signature

06/29/2026

Date

For Chief Procurement Officer Use Only

Date Notice Posted: _____

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

☐ Approved

☐ Disapproved

☐ No Action Required

Chief Procurement Officer Signature

Date