

UNIVERSITY OF HAWAII NOTICE OF EXEMPTION CHAPTER 103D, HRS

The President, University of Hawaii, is in the process of reviewing the request from
Office of System Integration, University of Hawaii (Department/Campus)
for exemption from Chapter 103D, HRS, for the following goods and services:
Consulting services to advise the University on new features and functionalities provided by Oracle based on the PeopleSoft 9.2 platform. Services include vetting requirements, propose technical design, serve as a resource for modifications and production support items, and performance tuning opportunities, on an as needed basis.

Vendor: Business Solution Technologies, Inc.
(If known)
Address:
1188 Bishop Street, Suite 1801
Honolulu, Hawaii 96813

Term of Contract: (If known)	From: April 2022 (est.)	To: June 2023 (est.)	Cost: \$167,952.81 (estimated)
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Direct any inquiries to: Department: Office of System Integration, University of Hawaii Contact Name/Title: Katherine Wong-Nakamura, Director of System Integration Address: 2440 Campus Road Administrative Services Building 2 Honolulu, Hawaii 96822	Phone Number: (808) 956-8989 Fax Number: (808) 956-3175
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Date Posted: March 17, 2022

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 Management
1400 Lower Campus Road, Room 15
Honolulu, Hawai'i 96822
email: OPM@hawaii.edu

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT MANAGEMENT

FROM: Office of Systems Integration, University of Hawaii
(Department/Program)

Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

Description of goods, services, or construction:

Consulting engagement with BST to advise on new features and functionalities Oracle provides based on the PeopleSoft 9.2 platform. This engagement will also entail vetting requirements gathered from the field via our Business Analyst, propose technical design, serve as a resource for modifications and production support items, and performance tuning opportunities on an as needed basis.

Estimated Cost: \$ 167,952.81

(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: Katherine Wong-Nakamura Phone: 808-956-8989

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

Katherine Wong-Nakamura, Director - OSI
Full Name of Principal Investigator, Department Head, or Administrator

Kathy Wong-Nakamura Digitally signed by Kathy Wong-Nakamura Date: 2022.03.04 09:21:40 -10'00'
Signature Date 3/4/22

Trisha Shibuya, SAS - Fiscal Manager
Full Name of Fiscal Administrator

Trisha Shibuya Digitally signed by Trisha Shibuya Date: 2022.03.07 15:48:13 -10'00'
Signature Date 03/07/22

APPROVED:

Jan Gouveia, Vice President for Administration
Full Name of Vice President or Chancellor

Jan Gouveia Digitally signed by Jan Gouveia Date: 2022.03.17 16:05:09 -10'00'
Signature Date 3/17/22

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED

David Lassner Digitally signed by David Lassner Date: 2022.03.29 15:03:55 -10'00'
PRESIDENT, UNIVERSITY OF HAWAII

3/29/2022
DATE

**Request for Exemption from 103D, HRS
PeopleSoft 9.2 Enhancement Project**

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

The University of Hawaii has completed its implementation of PeopleSoft 9.2 in February, 2021. This implementation provided the University with an HRIS system that incorporates delivered enhanced functionality and features while minimizing the amount of custom code, workflow efficiencies, a more paperless environment, enhanced security management and logic that will foster data integrity and accurate reporting moving forward.

This request for exemption from 103D, HRS is for consultant services on an as needed basis to provide guidance and technical support to further enhance the PeopleSoft 9.2 system by incorporating features that were not in scope of the initial implementation. These features include automating additional manual processes, incorporating legacy system logic so the University can decommission the legacy system, leveraging delivered functional packages from Oracle into the University's system, etc.

These enhancements will also consolidate human resources related transactions into one system leveraging existing servers and infrastructure.

Services to be performed on an as needed basis include but are not limited to:

- 1) Vetting the requirements gathered by the University's Business Analyst working closely with all ten campuses and the System. Advise on business process design to include mapping of current processes to new processes and provide a path for migration between the existing and new.
- 2) Including a fit-gap analysis based on requirements gathered and documented functional system specifications.
- 3) Development of technical specifications, documentation, and source code and configuration changes if tasked with developing the code changes.
- 4) Advise on security and workflow changes as needed.
- 5) Provide testing support, knowledge transfer to internal ITS resources, and go-live support.

It is not practicable, nor advantageous to the University to procure, by competitive means, services for a consultant to support this engagement for the following reasons:

- 1) The University has identified a proposed consultant who assisted with the University's PeopleSoft HCM 9.2 upgrade from the legacy 9.1 platform. This upgrade included:
 - a. Re-engineering the system to minimize custom coding while incorporating bargaining unit rules and State of Hawaii Civil Service laws required by the University

- b. Further automation of payroll calculations for the University was also incorporated that feeds the State's PeopleSoft Payroll system
 - c. Providing the payroll office with just the payroll related transactions (true PNFs vs ALL job data related PNFs that they had to sort through with 9.1).
 - d. Remediating the 9.1 issues and inefficiencies
 - e. Data validation
 - f. Understanding the transactional requirements so they could be streamlined
 - g. Proposing the re-design and provided the technical specs
 - h. Coded required modifications and adjusted system configurations as needed.
 - i. Implementation of new features such as Employee Self Service, Manager Self Service and an HR Self Service tool, automated workflow and advised on security based on roles and permissions.
- 2) The proposed consultant also assisted the University in earlier upgrades from PeopleSoft HCM 8.8 to PeopleSoft HCM 9.1 and the recent implementation of PeopleSoft HCM 9.2 providing the University with continuity and intimate working knowledge of the University's PeopleSoft solution. Therefore, continued engagement with this resource would be more effective and efficient in leveraging additional features and functionality such as Dynamic Security management, PeopleSoft Test Framework, and the PeopleSoft delivered "images" (delivered code designed to provide additional functionality without organizations having to custom develop your own solutions) with zero ramp up time.
- 3) The proposed consultant also developed (3) major programmatic enhancements and online business rule edit checks to accommodate the operational requirements unique to the University that could not be addressed with the delivered product. These custom changes were developed in a way that preserves the delivered code allowing the University to incorporate future enhancements.
- 4) Because of their key role in the University of Hawaii's 9.2 implementation, the proposed consultant has developed intimate knowledge of our data/reporting requirements and integration with RCUH, other agencies such as the Child Enforcement Protection Agency and Unions (HGEA, UPW, UHPA), Kualii Financial System and other internal UH applications.

For these reasons, it would be difficult to procure these services by competitive means to efficiently deliver on future enhancements without having to allocate funds to invest in the learning curve to get another consultant up to speed before they are productive. Another consultant would require time to become familiar with the University's current PeopleSoft system configuration and business processes in order to modify the system to address the additional enhancements. The proposed consultant has working knowledge of the functionality of our PeopleSoft custom code, payroll requirements, automation of the forms that were developed in the system to move away from paper and the system changes developed to accommodate these requirements. Most of the proposed enhancements included in this objective will affect these components. No other consultant would have comparable knowledge or expertise. In addition, a new consultant could not assist in the planning process as effectively as they will need to first become familiar with the University system, requirements, business processes, bargaining unit rules, and procedures.

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

For the reasons stated in paragraph 1 above, it would be most practicable and advantageous to continue to utilize the services of the proposed consultant on an as needed basis to implement additional features and functionalities into our PeopleSoft 9.2 environment. This vendor also has a production support agreement with ITS providing the University with seamless continuity in support and knowledge of our system. An analysis of PeopleSoft consulting rates conducted by ITS several years ago confirmed the reasonableness and competitiveness of this vendor's rate. The University will perform a current cost analysis establishing that the rates for these additional services are fair and reasonable.

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

The University's Director of System Integration will manage this consulting engagement and will monitor the work performed by the proposed consultant. All work performed will be under the direct control and supervision of this individual.

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

Katherine Wong-Nakamura, Director of System Integration
Jan Gouveia, Vice President for Administration
Office of Procurement Management