

UNIVERSITY OF HAWAII NOTICE OF EXEMPTION CHAPTER 103D, HRS

The President, University of Hawaii, is in the process of reviewing the request from UH Manoa Office of Enrollment Mgt & Office of the Vice Provost for Academic Excellence (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods and services:
Curriculum Management system software is being sought to provide a streamlined and efficient solution for the University of Hawai'i at Manoa.

Vendor: Modern Campus, Inc.
(If known)
Address:
40 Holly Street
Toronto, Ontario, Canada M4S 3C3

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$139,830 (Three Years)
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Direct any inquiries to: Department: University of Hawaii at Manoa Enrollment Management Office and Office of the Vice Provost for Academic Excellence Contact Name/Title: Nikki Chun, Vice Provost for Enrollment Management Address: 2600 Campus Road, QLC 214 Honolulu, Hawaii 96822	Phone Number: (808) 956-3584 Fax Number: (808) 956-8095
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Date Posted: October 27, 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: UH Manoa Office of Enrollment Mgt & Office of the Vice Provost for Academic Excellence
(Department/Program)

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

Description of goods, services, or construction:
Curriculum Management system software is being sought to provide a streamlined and efficient solution for the University of Hawai'i at Manoa. Services shall include the ability for tracking curricula proposals and view potential impacts at all stages; customizable and flexible workflow for managing curricula processes; ability to create unlimited forms to be used for program and course proposals, course articulations, reorganizations, and other complex, interactive processes; an intuitive curriculum and catalog software that is seamlessly integrated and dynamically publish changes throughout the university's catalog; ability to generate a PDF catalog and plan sheets for reporting and compliance per purposes; and a searchable repository for all curricula changes.

Estimated Cost: \$ \$139,830 (over three years) - \$59,870 (1st yr); \$39,980 (2nd & 3rd yr)

(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

The OVPEM and Registrar will manage this contract and will monitor the work performed by the proposed vendor. All work performed will be under the direct control and supervision of the OVPEM. Expenditures will be subject to review, approval, and processing in conformity with specifications of the contracts 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:

Nikki Chun, Vice Provost for Enrollment Management
Laura Lyons, Vice Provost for Academic Excellence

Direct questions to: Nikki Chun Phone: 808-956-3584

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

Laura Lyons
Digitally signed by Laura Lyons
Date: 2022.09.05 12:26:56 -10'00'

Nikki Chun & Laura Lyons
Full Name of Principal Investigator, Department Head, or Administrator

Nikki Chun
Digitally signed by Nikki Chun
Date: 2022.08.31 17:13:10 -10'00' 8/31/22
Signature Date

Robynn Yokooji & Jenine Isawa
Full Name of Fiscal Administrator

Jenine Isawa
Digitally signed by Jenine Isawa
Date: 2022.08.31 17:30:36 -10'00' 8/31/22
Signature Date

APPROVED:

Michael Bruno , Provost, on behalf of David Lassner
Full Name of Vice President or Chancellor

Michael Bruno
10/27/2022
Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED

David Lassner
Digitally signed by David Lassner
Date: 2022.12.04 22:21:47 -10'00'

12/04/2022
DATE

PRESIDENT, UNIVERSITY OF HAWAII

Request for Exemption from Chapter 103D - Attachment

1. Explanation describing how procurement by standard competitive means is either not practiceable or not advantageous to the University;

Procurement by standard competitive means will not permit the university to enter into a contract in time for publication of the 2023-2024 catalog and to address the pressing curriculum management needs of the university. Currently, all course and program actions are created in Microsoft Word or Adobe Acrobat, and manually routed for review and approval. Program plan sheets and the university catalog are both manually created in Microsoft Word and Adobe InDesign. This process is not only inefficient, it is very time consuming, error prone, and makes it difficult for the university to maintain compliance with ADA, accreditors, and other federal regulations.

The need to streamline course and program approvals, implement workflows, audit processes, track changes, manage downstream effects, and manage the catalog are pain points. Entering into a contract with Modern Campus with catalog editing set to begin in October is necessary to begin making working towards a resolution of the pain points and carry the university forward by removing the long standing tedious, manual processes and practices in place for catalog and curriculum management

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

Over the past few years, UH Mānoa (OVAPE, OVPEM, Course Action Committee, and the University Registrar) along with ITS have reviewed and assessed at least 5 potential catalog and curriculum management systems. Vendors considered include:

- Acalog and Curriculog by DIGARC (now Modern Campus)
- Catalog (CAT), Curriculum (CIM), and Section Scheduler (CLSS), by Leapfrog Technologies
- Class Scheduler, Event Scheduler, Curriculum Management, Catalog Management by Course Dog
- Smart Catalog by Watermark
- Clean Catalog

The university held demos, question/answer sessions with vendors, and reached out to institutions prior to the start of the pandemic to assess the products and services in alignment with UH Manoa's needs. The deep dives led by OVPAE, the Course Action Team, and ITS considered Course Dog and Modern Campus prior to identifying Modern Campus as the vendor that would meet the current and future curriculum management needs of the university.

Modern Campus, via their Curriculog and Acalog solutions, showed itself to be the only vendor that can provide all the required features that will support the catalog and curriculum management complexities of UH Manoa. Additionally, Modern Campus offered both products in one package (Curriculog and Acalog).

The procurement of both solutions will benefit the university in the following ways:

- CURRICULOG allows for a configurable custom workflow, with the added capacity to create and modify as needed as the university's needs evolve. More specifically, workflows can be tailored to specific college/school requirements with different levels of approval. The workflow also provides for multiple uses outside of managing course and program curriculum, such as the reorganization proposals and adoption of academic policies.
- CURRICULOG provides users with an impact report. The report allows academic and administrative units to be proactive in identifying potential impacts of proposed changes across curriculum, including co-requisites and prerequisites. This would help ensure collaboration between units to address potential impacts.
- CURRICULOG allows interactive agendas to be created for any number of proposals, with the ability to create printable versions and assign group approval privileges including proxy voting. This feature would be essential for faculty senate deliberations and curriculum committee meetings.
- Unlike other curriculum management products, each proposal step in CURRICULOG can be uniquely configured to enforce voting (approval or rejection of a proposal) and a threshold for approval via a signature PIN. Voting records are kept for historical purposes and tracking.
- ACALOG dynamically generates program plan sheets/degree planner, which students and other users can print and/or save to plan their program of study at UH Mānoa. The forms are automatically populated when a change to a program is made. This will replace the plan sheets that are currently being created and maintained manually on the Office of the Vice Provost for Academic Excellence's website. They will also be helpful for our submission of program requirements to the VA.
- "My Portfolio", unique to ACALOG, allows students, faculty, and visitors to save and bookmark any information found in the catalog, such as courses, programs, and search results) for later use. This feature can support recruitment and academic advising.

Both ACALOG and CURRICULOG are fully integrated with each other and the costs of purchasing two separate catalog and curriculum management systems from different vendors could be costlier and require more training. These features are necessary to carry the university forward by removing the long standing tedious, manual processes and practices in place for catalog and curriculum management.