

UNIVERSITY OF HAWAII
NOTICE OF AMENDMENT TO EXEMPTION FROM CHAPTER 103D, HRS

Purchase Order No. / Contract No. C220044

Name of Contractor: Business Solution Technologies, Inc.

Description of goods or services:

Consulting services to advise the University on new features and functionalities provided by Oracle based on 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.

The scope of work for the purchase is revised as follows:

To expand the scope of services to complete the development of the Special Compensation Adjustment (SCA) recommendations for APTs and the Special Salary Adjustment (SSA) requests for Faculty as part of the initial engagement. The initial engagement also includes enhancements which automates the Bargaining Unit pay increases, replaces the "1201" web app, and implementation of the PeopleSoft Test Framework to automate the testing cycles, and leverage PeopleSoft delivered images to enhance manual processes.

Original Purchase Price:
\$ 167,952.00

Amended Purchase Price:
\$ 234,348.00

Direct any inquiries to:

Department: Office of Systems Integration

Contact Name/Title: Kathy Wong-Nakamura, Director

Address: 2440 Campus Road, Admin Services Bldg. 2
Honolulu, Hawaii 96822

Phone Number:
808-956-8989

Fax Number:
808-956-3952

Date Posted: November 2, 2023

Submit written objections to this notice of intent to amend a procurement exemption purchase within seven (7) calendar days from the date posted to:

Office of Procurement Management
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822
email: OPM@hawaii.edu

REQUEST FOR AMENDMENT TO EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT MANAGEMENT

FROM: OVPA/Office of Systems Integration
(Department/Program)

Pursuant to APM Section A8.220, the Department requests an amendment to a contract or purchase order issued under a previously approved procurement exemption.

Purchase Order No./Contract No. C220044

Name of Contractor: Business Solution Technologies, Inc

Description of goods, services, or construction:

PeopleSoft subject matter expert equivalent to a senior level Business Analyst, Functional Analyst, Developer, Database Analyst and System Administrator skillsets as well as hands on knowledge of our environment. This resource will provide analysis of current state systems/processes, PeopleSoft application engine development, high-level testing and post-implementation support. It is anticipated that we will also need technical documentation and knowledge transfer to ITS for all custom coding and configurations developed by BST.

Original Purchase Price: \$ 167,952 Amended Purchase Price: \$ 234,348

(1) The scope of work will be revised as follows:

Complete the development of the Special Compensation Adjustment (SCA) recommendations for APTs and the Special Salary Adjustment (SSA) requests for Faculty as part of the initial engagement. Both solutions will eliminate a lot of manual intervention with processing these requests. There are also time-sensitive processes that we decided to build in so system will now prompt stakeholders with the next steps vs manually tracking the amount of elapsed time for each level of review and approval expanding on the scope a bit. Finally, we engaged ALL key stakeholders to ensure representation from all all 4-year and 2-year campuses. System CC represented the community colleges.

We are requesting that BST provide the University with the same resource who has intimate knowledge of our PeopleSoft 9.2 environment providing us with continuity in the services rendered to date. This resource will be asked to provide consultative guidance and counsel for the team to complete these initiatives that will further enhance and leverage features and functionalities within PeopleSoft 9.2.

This resource will also provide analysis, some development and high-level testing and post-implementation support. It is anticipated that we will also need technical documentation and knowledge transfer to ITS for all custom coding and configurations developed by BST.

The initial engagement also includes enhancements which automates the Bargaining Unit pay increases, replaces the "1201" web app, and implementation of the PeopleSoft Test Framework to automate the testing cycles, and leverage PeopleSoft delivered images to enhance manual processes.

(2) Explanation of the reasons that the amendment is necessary:

The scope for the SCA and SSA automation expanded a bit. For the SCA, we included on-line management of the SCA awards for each unit relative to the budgeted amount. We've also included capabilities for leadership to increase/decrease recommendations in an automated fashion with notification to the supervisor; the actuals to budgeted amount will adjust accordingly.

For the SSA, we've automated the routing for review, captured feedback in a digitized manner, and are now managing the timing for turnaround within the system with relevant prompts for action as stipulated in the UHPA contract. We've also automated notification to UHPA as to status vs routing everything manually and chasing responses. Stakeholder representation from all 4-year campuses and the System CC (representing all CC's) were invited to provide feedback which resulted in changes to some of the existing workflow.

Finally, upon completion, documentation by the consultant along with knowledge transfer to internal ITS resources will be addressed which was part of the original scope.

Direct questions to: Kathy Wong-Nakamura Phone: 808-956-8989

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

Kathy Wong-Nakamura Digitally signed by Kathy Wong-Nakamura Date: 2023.09.08 08:22:18 -10'00' 9/8/23
Full Name of Principal Investigator, Department Head, or Administrator Signature Date

Blanche Fountain Digitally signed by Blanche Fountain Date: 2023.11.01 16:25:16 -10'00' 11/1/23
Full Name of Fiscal Administrator Signature Date

APPROVED:

Sheri Ching, Assistant VP for Administration Digitally signed by Sheri Ching Date: 2023.11.02 09:58:58 -10'00' 11/2/23
Full Name of Vice President or Chancellor Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED
David Lassner Digitally signed by David Lassner Date: 2023.11.17 21:55:09 -10'00' 11/17/23
PRESIDENT, UNIVERSITY OF HAWAII DATE