

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

Purchase Order No. / Contract No. C240027

Name of Contractor: Proeducation Solutions LLC

Description of goods or services:

Services to automatically verify federal financial student aid applications through a Full Service web-based portal solution that will obtain electronic tax data directly from the IRS on behalf of the student and/or parent (with electronic consent).

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

1. ProDoc eSign ed Document Platform is being removed as a service as this is no longer needed.
2. ISIR Corrections is being added as a service. US Department of Education (USDE) announced that batch institutional corrections functionality for 2024-25 is not yet available. Institutions were provided the option of manually entering ISIR corrections through the portal or using a Third Party Vendor to process batch corrections. UHCC elected to utilize a Third Party Vendor to avoid the time consuming process for corrections. Moreover, ProEd, whose services were already being utilized by UHCC, was 1 of 4 servicers approved by the USDE to provide this service to institutions. USDE initially covered the cost of this service, but the subsidy ended 10/31/24. Effective this date, UHCC is required to pay the fees of \$5.00 per ISIR correction.

With these two changes, costs will offset each other and th total purchase amount remains the same.

Original Purchase Price:  
\$ 195,000.00

Amended Purchase Price:  
\$ 195,000.00

**Direct any inquiries to:**

Department: VPCC Academic Affairs, University of Hawaii Maui College

Contact Name/Title: Catherine Bio, Director of Student Success

Address: 310 W. Ka'ahumanu Avenue, Ka'a'ike 201  
Kahului, Hawaii 96732-1617

Phone Number:  
808-984-3614

Fax Number:  
808-984-3872

Date Posted: January 21, 2025

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

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**UNIVERSITY OF HAWAII**  
**REQUEST FOR AMENDMENT TO EXEMPTION FROM CHAPTER 103D, HRS**

**To:** Kalbert Young **Date:** December 19, 2024  
Chief Procurement Officer, University of Hawaii

**Via:** Office of Procurement Management

**From:** Office of the VP for Community Colleges  
(Campus & Department/Program)

**Vendor/Contractor:** ProEducation Solutions LLC

**Contract No./Purchase Order No.:** C240027

**Original Purchase Price:** \$ 195,000.00 **Amended Purchase Price:** \$ 195,000.00

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Pursuant to University Administrative Procedure AP 8.220, and consistent with HRS §103D-102(b)(4) and HAR Chapter 3-120, the department requests an amendment to a contract or purchase order issued under a previously approved procurement exemption as follows (attach additional sheets if necessary):

1. Description of the goods or services:

To provide services to automatically verify federal financial student aid applications through a Full Service web-based portal solution that will obtain electronic tax data directly from the IRS on behalf of the student and/or parent (with electronic consent). ProEducation Solutions, LLC has a Full Service Solution (ProVerifier software) which completes the verification process 100% electronically. ProVerifier is an automated verification software that compares electronic tax documents and Verification worksheets and automatically processes needed changes to FAFSA data.

2. Explain in detail what is being amended:

1. ProDoc eSign ed Document Platform is being removed as a service as this is no longer needed. UHCC Financial Aid Office worked with UH IT to have this process transitioned to OnBase.

2. ISIR Corrections is being added as a service. US Department of Education (USDE) announced that batch institutional corrections functionality for 2024-25 is not yet available. Institutions were provided the option of manually entering ISIR corrections through the portal or using a Third Party Vendor to process batch corrections. UHCC elected to utilize a Third Party Vendor to avoid the time consuming process for corrections. Moreover, ProEd, whose services were already being utilized by UHCC, was 1 of 4 servicers approved by the USDE to provide this service to institutions. USDE initially covered the cost of this service, but the subsidy ended 10/31/24. Effective this date, UHCC is required to pay the fees of \$5.00 per ISIR correction.



With these two changes, costs will offset each other; therefore, additional funds for the ISIR correction are not required. The total purchase price remains the same.

3. Explanation in detail the reasons that the amendment is necessary:

ISIR corrections are necessary to correct any mistakes made by the student/family at the time of application and also to make corrections after tax forms are verified. Manually submitting corrections would be time consuming and impact the ability for UHCC Financial aid to timely award financial aid. Timeliness of financial aid directly impacts enrollment.

4. Direct questions to: Catherine Bio Email Address: cbio@hawaii.edu

**Certification:** I certify that the information provided herein is true and correct to the best of my knowledge.

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| Kaheleonolani Dukelow  | Kaheleonolani Dukelow  | Digitally signed by Kaheleonolani Dukelow<br>Date: 2025.01.13 09:27:17 -10'00' |          |
| Full Name of Principal Investigator, Department Head, or Administrator | Signature  |  | Date     |
| Lisa Tsuhako   |   | Digitally signed by Lisa Tsuhako<br>Date: 2025.01.13 11:33:25 -10'00'          | 01/13/25 |
| Full Name of Fiscal Administrator                                      | Signature  |  | Date     |
| APPROVED:  |  |  |          |
| Della Teraoka  |  | Della Teraoka<br>2025.01.13 14:22:43 -10'00'                                   | 01/13/25 |
| Full Name of Vice President or Chancellor                              | Signature  |  | Date     |

**FOR OPM USE ONLY**

OPM COMMENTS:

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APPROVED  DENIED

  
CHIEF PROCUREMENT OFFICER, UNIVERSITY OF HAWAII

  
DATE