

## 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 Human Resources, University of Hawaii (Department/Campus)  
for exemption from Chapter 103D, HRS, for the following goods and services:  
Provide post-implementation production support for the PeopleSoft 9.2 system.

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

<b>Term of Contract:</b> (If known)	From: April 2021 (est.)	To: December 2021 (est.)	Cost: \$200,000.00 (est.)
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<b>Direct any inquiries to:</b> Department: Office of Human Resources  Contact Name/Title: Katherine Wong-Nakamura, Director, 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: April 13, 2021

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 Human Resources  
(Department/Program)

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

Description of goods, services, or construction:  
To provide post-implementation production support for the PeopleSoft 9.2 system.

Estimated Cost: \$ 200,000.00

(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: Kathy 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 of OSI  
Full Name of Principal Investigator, Department Head, or Administrator

Kathy Wong-Nakamura Digitally signed by Kathy Wong-Nakamura  
Date: 2021.03.17 12:06:12 -10'00'  
Signature Date

Trisha Shibuya, Fiscal Mgr, System Admin Svcs  
Full Name of Fiscal Administrator

Trisha Shibuya Digitally signed by Trisha Shibuya  
Date: 2021.04.12 10:38:05 -10'00'  
Signature Date

APPROVED:

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

Jan Gouveia Digitally signed by Jan Gouveia  
Date: 2021.04.13 10:40:20 -10'00'  
Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

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XX APPROVED \_\_\_\_\_ DENIED

David Lassner  
PRESIDENT, UNIVERSITY OF HAWAII

Digitally signed by David Lassner  
Date: 2021.04.26 08:43:22 -10'00'  
DATE

## **Request for Exemption from 103D, HRS PeopleSoft 9.2 Production Support**

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

The University of Hawaii has implemented PeopleSoft 9.2 and has gone live on February 23, 2021. This will allow the University to integrate more effectively with the State of Hawaii's HRIS system as we are now on the same version of PeopleSoft. This version also positions the University to avoid future costs associated with the typical upgrade cycles and stay current with Oracle's requisite maintenance. There's also the potential to significantly accelerate delivery of new capabilities into the business processes where it make sense.

This request for exemption from 103D, HRS is for consultant services to provide production support for the University's PeopleSoft 9.2 system.

Services to be performed include but are not limited to:

- 1) Development resource to apply modifications to the code, configuration, unit testing, and provide related documentation based on adjustments and/or changes to the functional requirements from the business.
- 2) Conduct analysis to determine where the various workflows across 10 campuses and System offices require tuning. Include adjustments to Approvers with the required security.
- 3) Identify Manoa Campus hybrid departments and re-engineer the workflow so they get routed through different approval paths.
- 4) Evaluate conversion issues which are isolated but requires analysis and resolution. Apply the necessary code changes to address these issues.
- 5) Develop a Summary of Changes panel for approvers to readily determine changes made to an employee's record.
- 6) Address reporting and data extract requests that were not communicated to the team during the Requirements stage of the implementation.

It is not practicable, nor advantageous to the University to procure, by competitive means, services for a consultant to provide the PeopleSoft 9.2 production support resources for the following reasons:

- 1) The proposed consultant assisted the State of Hawaii Department of Human Resources (DHRD) with their initiative to upgrade DHRD system from PeopleSoft HCM 8.3 to the required PeopleSoft HCM 9.2. This upgrade included customizing the system to incorporate bargaining unit rules and State of Hawaii Civil Service laws similar to what is required by the University. The development included interfaces to EUTF, ERS, etc. that are also required by the University. We engaged with the same consultant for the University's 9.2 implementation.
- 2) The proposed consultant assisted the University with its current as well as its previous upgrade from PeopleSoft HCM 8.8 to PeopleSoft HCM 9.1. As such, the proposed consultant has an intimate working knowledge of the University's current system. With both upgrades, the proposed consultant provided guidance

on attribute settings, required manual steps, advice on common errors, PeopleSoft Test Framework, PeopleSoft Integration Broker, and PeopleSoft Security Migration.

- 3) The proposed consultant assisted the Research Corporation of the University of Hawaii (RCUH) to upgrade from PeopleSoft HCM 9.1 to HCM 9.2. RCUH currently utilizes PeopleSoft HCM and Payroll using the same multi-project and managerial structures required by the University since RCUH hires employees on behalf of the University.
- 4) The proposed consultant will provide continuity in their knowledge base of the PeopleSoft 9.2 development, configuration, integration and data elements that will allow them to hit the ground running.
- 5) The proposed consultant also has in depth knowledge of the University's environment and functional requirements which expedites analysis and troubleshooting without having to invest in knowledge transfer and ramp up time.

For these reasons, it would be difficult to procure these services by competitive means to resolve the production support issues timely and minimize impact to operations. A new consultant would require a minimum of two months of lead time to become familiar with the University's current PeopleSoft system configuration and business/functional processes in order to modify and reconfigure the PeopleSoft system expeditiously. Additionally, the proposed consultant has a unique understanding of both DHRD's and RCUH's upgrade to PeopleSoft 9.2. No other consultant would have comparable knowledge or expertise.

- (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 utilize the services of the proposed consultant to provide the production support resources for the University's PeopleSoft 9.2 system. The University will ensure that we abide by the cost analysis that established the current rate and that the services provided 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 and the Vice President for Administration will oversee and monitor the work performed by the proposed consultant. All work performed will be under the direct control and supervision of these individuals.

- (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 and Management