

UNIVERSITY OF HAWAI'I NOTICE OF EXEMPTION CHAPTER 103D, HRS

The Chief Procurement Officer, University of Hawai'i, is in the process of reviewing the request from Office of the Vice President for Information Technology/Chief Information Officer (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods and services:
Implementation of Ellucian Degree Works web-based tool to assist students and advisors navigate curriculum requirements, plan college careers, and monitor progress towards degree completion.

Vendor/Contractor: Ellucian Company LLC
(If known)
Address: 4 Country View Road
Malvern, Pennsylvania 19355

Term of Contract: (If known)	From: November 1, 2024	To: March 31, 2027	Cost: \$311,455.00
--	------------------------	--------------------	--------------------

Direct any inquiries to: Department: Office of the Vice President for Information Technology Services/ Chief Information Officer Contact Name/Title: Susan Inouye, Director, Enterprise Systems Address: 2520 Correa Road Information Technology Center, 6th Floor Honolulu, Hawaii 96822	Phone Number: (808) 956-8155 Fax Number: (808) 956-2412
--	--

Date Posted: October 11, 2024

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

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

To: Kalbert Young **Date:** September 26, 2024
Chief Procurement Officer, University of Hawai'i

Via: Office of Procurement Management

From: Office of the Vice President for Information Technology Services/Chief Information Officer
(Campus & Department/Program)

Vendor/Contractor: Ellucian Company LLC

Estimated Amount: \$311,455

Term of Contract, if applicable: November 1, 2024 to March 31, 2027

Pursuant to University Administrative Procedure 8.220, and consistent with Hawaii Revised Statutes §103D-102(b)(4) and Hawaii Administrative Rules Chapter 3-120, the department requests a procurement exemption to purchase the following (attach additional sheets if necessary):

1. Description of the goods or services:

See attachment.

2. Explain in detail, why it is not practicable or not advantageous for the University to procure by standard competitive means when multiple sources are available, or by other standard methods of source selection:

See attachment.

3. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor:

See attachment.

4. Provide a description of the department's internal controls and approval requirements for the exempt procurement:

See attachment.

5. Provide a list of department personnel, by position title, who will be involved in the approval process and administration of the contract:

See attachment.

6. Direct questions to: Susan Inouye Email Address: susani@hawaii.edu

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


Susan Inouye, Director, Enterprise Systems
Full Name of Principal Investigator, Department Head, or Administrator

Susan K. Inouye Digitally signed by Susan K. Inouye
Date: 2024.09.26 20:58:51 -10'00' 09/26/24
Signature Date

Blanche Fountain, Director, System Admin. Svcs.
Full Name of Fiscal Administrator

Blanche Fountain Digitally signed by Blanche Fountain
Date: 2024.09.27 07:26:10 -10'00' 09/27/24
Signature Date

APPROVED:
Garret Yoshimi, Vice President for IT and CIO
Full Name of Vice President or Chancellor

 Garret Yoshimi
2024.09.27 08:05:00 -10'00' 09/27/24
Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED


CHIEF PROCUREMENT OFFICER, UNIVERSITY OF HAWAII

October 23, 2024
DATE

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS
IMPLEMENTATION OF ELLUCIAN'S DEGREE WORKS FOR
UNIVERSITY OF HAWAII AT MANOA GRADUATE DIVISION AND
WILLIAM S. RICHARDSON SCHOOL OF LAW**

1. Description of the goods or services:

Ellucian's Degree Works is a web-based tool that helps students and their advisors navigate curriculum requirements, plan their college careers, and monitor progress towards degree completion. Various tools included with Degree Works are: Degree Audit, Transfer Articulation, Academic Advising, Degree Progress, and What-if Support.

In 2019, Ellucian redesigned Degree Works to become a tool to put the ownership of degree attainment in the hands of its students. Since then, additional enhancements make Degree Works a value-added for the Advisor to be on the same page with the student.

The contract term and estimated cost supports the University of Hawaii at Manoa (UH Manoa) Graduate Division and the William S. Richardson School of Law (School of Law).

2. Explain in detail, why it is not practicable or not advantageous for the University to procure by standard competitive means when multiple sources are available, or by other standard methods of source selection:

Degree Works integrates seamlessly and real-time with Banner's Self-Service registration, student, general and faculty modules. The University of Hawaii (University) is in the process of implementing Self Service Banner 9 modules (due to Self-Service Banner 8 modules end of support in September 2025) that will modernize features for students, staff and faculty.

Degree Works' API is built to seamlessly integrate to Banner Self Service Registration and Student modules affords real time feed of data exchange with no delay during the critical student registration period. Students are able to register for courses directly from Degree Works as discussed with their adviser and as laid out in the calendar. Both student and advisor see which courses apply to the degree(s), which have pre-requisites, what courses are scheduled for the Fall or the Spring or both. The Degree progression visual tool confirms the earliest the student is able to attain their graduate degree. The GPA calculator tool minimizes guesses in the student understanding what their potential graduation GPA could be.

Currently, Undergraduate and Graduate students utilize the University's home-grown STAR system to register for courses. Unfortunately, where Undergraduate students continue to use STAR for their Degree Pathway, UH Manoa's Graduate students do not have any automated options. UH Manoa Graduate Division relies on manual efforts to support their students.

Degree Works continues to be an Ellucian strategic product offering that it is available to Banner on-premise customers as well as clients that moved to the Software as a Service (SaaS) cloud topology. By allowing configuration options, Ellucian allows for each institution the flexibility to meet the ever-changing curriculum needs in an ever-changing career marketplace. This also reduces the need for developed customized modifications, supporting the University's Information Technology Services Technology Strategy 2024

document (revised July 26, 2024) direction of installing COTS (commercial off the shelf) software, enabling us to make features and functionalities available sooner to the Student.

3. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor:

While at April 2024 Ellucian's eLive conference, UH Manoa's Graduate Division's Information Technology Specialist attended a Degree Works session to understand if there were options available to support their needs. He shared what he learned with the UH Manoa Graduate Division leadership. After attending Ellucian's June 2024 on-site demonstration of Self-Service Banner 9 registration, Student, General, and Faculty sessions, UH Manoa Graduate Division leadership requested a demonstration to receive further confirmation that both Self Service Banner 9 registration and Degree Works would meet their needs. UH Manoa's Graduate Division felt that Degree Works gives them the functionality they sought and furthermore shared this with the School of Law leadership because they were also looking for a solution for their students. A second Ellucian-led demonstration session was held to address specific UH Manoa Graduate Division scenarios. Ellucian was able to provide configuration options that meet their needs.

UH Manoa Graduate Division leadership conveyed to VP/CIO Yoshimi that they have been waiting for 10+ years for STAR to provide a viable solution for their students. Their current utilization of STAR is minimal and majority of the work is done manually, e.g., degree audits, graduate GPA, etc. However, based on their discussions with directly with the STAR team, STAR cannot accommodate the flexibility they were seeking and UH Manoa Graduate Division would still need to wait before their needs could be addressed.

The School of Law's degree certification and registration processes are labor intensive because they rely on independently maintained files that reference many spreadsheets or data in STAR. Recently, the School of Law faculty have established a few changes to requirements for their students resulting in staff having to track new requirements manually.

While Star is willing to support the School of Law and its changes, there are significant customizations to Banner in order to support this effort. Utilization of Self-Service Registration and Degree Works replaces both the need for customized modification to both Banner and STAR. The School of Law also researched and found another law school that recently went live with Degree Works and it met their needs as well as compliance requirements.

Taking the UH Manoa's Graduate Division and School of Law where tremendous manual effort is done today, to having Degree Works which will be integrated in the existing Student Information System in less than a year is most appealing. This will be a transformation to the Graduate student's experience.

4. Provide a description of the department's internal controls and approval requirements for the exempt procurement:

For this exempted procurement, internal controls and approval requirements will be implemented to ensure compliance with University policies and regulations. The Office of Procurement Management will assist in reviewing the contract for services with Ellucian and ensure vendor compliance. Information Technology Services managers will oversee the work performed by the Contractor and all expenditures will be subject to review, approval

and processing in conformity with the specifications and requirements of the contract, and University expenditure policies and procedures.

5. Provide a list of department personnel, by position title, who will be involved in the approval process and administration of the contract:

Garret Yoshimi, Vice President for Information Technology/CIO

Susan Inouye, Director, Enterprise Systems

Lianne Iwanaga-Ohashi, Senior Information Technology Specialist

Office of Procurement Management