

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

The President, University of Hawaii, is in the process of reviewing the request from
Financial Management Office _____ (Department/Campus) for exemption
from Chapter 103D, HRS, for the following goods, services, or construction:

Consultant services and related expenses to implement Ellucian Banner Student Accounts Receivable functionality
for student refunds within Ellucian Banner and provide functional training.

Vendor: Strata Information Group, Inc.
(If known)
Address: 3935 Harney Street, 203
San Diego, California 92110

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$33,500.00 (estimated)
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Direct any inquiries to: Department: Financial Management Office Contact Name/Title: Susan Lin, Director of Financial Management & Controller Address: 1406 Lower Campus Road, Room #41 Honolulu, Hawaii 96822	Phone Number: (808) 956-5445 Fax Number: (808) 956-9497
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Date Posted: February 28, 2019

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 and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu, Hawai'i 96822

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: Financial Management Office/Bursar's Office
(Department/Program)

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

Description of goods, services, or construction:

Consultant services and related expenses to implement Ellucian Banner Student Accounts Receivable functionality for student refunds within Ellucian Banner and provide functional training.

Estimated Cost: \$ 33,500.00

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

Strata Information Group (SIG) is an Ellucian Authorized Service Provider which assures the University with continued future support and software updates from Ellucian. In addition, SIG has extensive and intimate knowledge of the University's customized Banner application through their consulting projects for UH Hilo, System Academic Planning and Policy, and Student Affairs. This factor will provide the University with a quicker creation and implementation of the student refund function through Banner since there will be less discovery time of the Banner application due to SIG's extensive and intimate knowledge of the Ellucian Banner application.

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

Strata Information Group (SIG) will be utilized for the implementation of the Ellucian Banner Student Accounts Receivable functionality for student refunds due to their extensive knowledge of the University's customized banner application and that they are a Ellucian Authorized Service Provider for such services.

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and
The Bursar's Office will work closely with SIG to ensure that student refunds will be processed in an efficient manner and comply with Federal Title IV regulations.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:
Susan Lin, Director of Financial Management and Controller
Wendall Ho, Bursar
Derek Seu, Director of Cashier's Office
Lloyd Nakata, IT Specialist, Cashier's Office
Duff Zwald, Office of Procurement and Real Property Management

Direct questions to: Wendall Ho Phone: 956-2144

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

Susan Lin
Full Name of Principal Investigator, Department Head, or Administrator

[Signature] 1/14/19
Signature Date

Blanche Fountain
Full Name of Fiscal Officer

[Signature] 1/16/19
Signature Date

APPROVED:

KALBERT YOUNG
Full Name of Vice President or Chancellor

[Signature] Jan. 16, '19
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

MAR 27 2019

PRESIDENT, UNIVERSITY OF HAWAII

DATE