

## 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 President (Department/Campus)  
for exemption from Chapter 103D, HRS, for the following goods and services:  
Provide Banner functional stabilization services and optimization services for the University of Hawaii System.

**Vendor/Contractor:** CampusWorks, Inc.  
(If known)  
**Address:** 5342 Clark Road, Unit 41283  
Sarasota, Florida 34233

<b>Term of Contract:</b> (If known)	From: To be determined	To: To be determined	Cost: \$1,350,000.00 (est.)
--	------------------------	----------------------	--------------------------------

<b>Direct any inquiries to:</b> Department: Office of the President  Contact Name/Title: Kim Siegenthaler, Senior Advisor to the President  Address: 2444 Dole Street, Bachman 201 Honolulu, Hawaii 96822	Phone Number: (808) 956-8207  Fax Number: (808) 956-8286
---	--

Date Posted: May 5, 2026

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 HAWAI'I**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS**

**To:** Luis P. Salaveria, Vice President for Budget & Finance/CFO                      **Date:** May 1, 2026  
Chief Procurement Officer, University of Hawai'i

**Via:** Office of Procurement Management

**From:** Office of the President  
(Campus & Department/Program)

**Vendor/Contractor:** CAMPUSWORKS, INC

**Estimated Amount:** \$1,350,000.00 (est.)

**Term of Contract, if applicable:** Eighteen (18) Months (est.)

---

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 attached.

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 attached.

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

See attached.

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

See attached.

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

See attached.


6. Direct questions to: Kim Siegenthaler Email Address: ksieg@hawaii.edu

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

<u>Kim Siegenthaler, Sr. Advisor to the President</u>	<u>Kim Siegenthaler</u> <small>Digitally signed by Kim Siegenthaler Date: 2026.05.05 06:40:53 -10'00'</small>	<u>05/05/26</u>
Full Name of Principal Investigator, Department Head, or Administrator	Signature	Date

<u>Blanche Fountain, Director, System Admin Svcs</u>	<u>Blanche Fountain</u> <small>Digitally signed by Blanche Fountain Date: 2026.05.05 07:33:49 -10'00'</small>	<u>05/05/26</u>
Full Name of Fiscal Administrator	Signature	Date

APPROVED:

<u>Garret T. Yoshimi, VP for Info Tech &amp; CIO</u>	 <small>Garret T. Yoshimi 2026.05.05 11:21:24 -10'00'</small>	<u>05/05/26</u>
Full Name of Vice President or Chancellor	Signature	Date

**FOR OPM USE ONLY**

OPM COMMENTS:

---



---



---



---

APPROVED  DENIED

<u>Karlee Hisashima</u> <small>Digitally signed by Karlee Hisashima Date: 2026.05.15 15:26:49 -10'00'</small>	<u>05/15/26</u>
CHIEF PROCUREMENT OFFICER, UNIVERSITY OF HAWAII	DATE

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS  
BANNER FUNCTIONAL STABILIZATION & OPTIMIZATION SERVICES  
FOR THE UNIVERSITY OF HAWAII**

**1. Description of the goods or services:**

Provide Banner functional stabilization services and optimization services for the University of Hawaii System (“University”). Services shall include but not be limited to the following:

**A. Hands-On Stabilization, Assessment & Prioritization**

- Launch of functional leadership engagement and confirm working teams;
- Provide targeted hands-on support for urgent functional issues and priority operational needs;
- Assess the current-state of Registrar and Financial Aid operations;
- Identify high-priority pain points, risks, and issue areas;
- Conduct process mapping for critical Banner-supported workflows; and
- Establish initial priorities for remediation, standardization, and support.

**B. Stabilization & Optimization**

- Support remediation of priority Banner-related issues and process breakdowns;
- Redesign and standardize key functional workflows;
- Develop governance structures, SOPs, and decision-making practices;
- Support Banner optimization, testing, validation, and issue resolution;
- Provide targeted assistance for reporting, data, and operational improvement needs; and
- Develop and deliver training, knowledge transfer, and staff enablement support.

**C. Sustainment & Continuous Improvement**

- Validate redesigned processes and Banner-supported workflows
- Finalize SOPs, governance practices, and documentation
- Support transition to sustainable internal ownership and support structures
- Confirm strategy for ongoing Banner optimization and support
- Identify opportunities for continued improvement and long-term functional maturity

The services are expected to be completed in approximately eighteen months and includes a total of 1,500 hours of services, one full-time dedicated Financial Aid Functional Leader and one full-time dedicated Registrar Leader.

**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:**

The University is currently experiencing significant operational risks in its Banner Student and Financial Aid systems which includes unresolved system issues, inconsistent processes across campuses, and delays that directly affect student services. As such, it is not practicable or advantageous to pursue a vendor via standard competitive methods of source selection. Standard competitive methods of source selection would provide a detrimental delay to the start of these much-needed services. The competitive solicitation process would include evaluation of bids or proposals, evaluation of vendor experience and capabilities, vendor onboarding, and discovery which would cause significant delays towards the University's ability to start the services and mitigate any further risks to the Banner Student and Financial Aid systems. The University must begin stabilization, workflow redesign, and governance development immediately to prevent further disruption to registration, records and financial aid awarding, and to avoid compounding compliance and service-delivery risks.

Any delays with a competitive procurement would extend these risks and jeopardize the University's ability to meet critical modernization milestones. CampusWorks Inc. has been identified as the only vendor that has experience and is prepared to mobilize immediately with a fully developed 18-month strategic roadmap towards the stabilization of the University's Banner/Financial Aid system which is tailored to the University's needs. Given the urgency of the work and the consequences of delay, the combined risk and timeline pressure make standard procurement methods impracticable for the University.

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

The University reviewed vendors capable of providing Banner functional stabilization, workflow redesign, governance development, and dedicated Financial Aid and Registrar leadership. CampusWorks Inc. was selected because their proposal offered the only comprehensive, immediately deployable 18-month roadmap that directly addresses the University's urgent stabilization needs and timeline constraints. Their service model which combines full-time functional leaders with structured remediation, process redesign, and Banner optimization, most closely aligned with University's requirements and the need to begin work without delay.

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

This procurement will be supported by the System Fiscal Office which is under the purview of the Vice President for Budget and Finance and CFO. The System Fiscal Office also provides direct support and shared fiscal services for the President's Office.

The procurement will first be reviewed by System Fiscal for funding availability, conformance, and compliance with UH policies. After fiscal review, the request will be routed to the Office of Procurement Management, which will provide additional oversight to ensure compliance with all applicable laws, procurement procedures, and contract execution. Fiscal administration of the executed contract will be overseen by the Fiscal

Manager in System Fiscal Office. The Senior Advisor to the President will serve as the University's liaison and lead project manager for the engagement with CampusWorks, Inc.

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

Kim Siegenthaler, Senior Advisor to the President  
Blanche Fountain, Fiscal Manager, Budget and Finance  
Luis P. Salaveria, VP for Budget and Finance & CFO, Chief Procurement Officer  
Bradley J. Christ, Associate Vice President for Information Technology /Deputy Chief Information Officer  
Office of Procurement Management