

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

The President, University of Hawaii, is in the process of reviewing the request from Office of the Vice Chancellor for Students, University of Hawaii at Manoa (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:
Platform to offer an online orientation program for all incoming University of Hawaii at Manoa students starting with the Fall 2019 cohort.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$47,000.00 over 5 years
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Direct any inquiries to: Department: Office of the Vice Chancellor for Students, University of Hawaii at Manoa Contact Name/Title: Sabrina Fallejo Uganiza, Assistant to the Vice Chancellor for Students Address: 2600 Campus Road, QLC 209 Honolulu, Hawaii 96822	Phone Number: (808) 956-3290 Fax Number: (808) 956-3292
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Date Posted: April 26, 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: UHM Office of the Vice Chancellor of Students

(Department/Program)

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

Description of goods, services, or construction:

We are seeking a platform to offer an online orientation program for all incoming UH Manoa students starting with the Fall 2019 cohort. The platform shall offer students an engaging experience online with the same new-student knowledge delivered through videos, interactive quizzes, and surveys, that students traditionally have received only through in-person sessions on campus. Platform shall offer a 24/7 online access to students, data analytics for administrators for feedback, and shall host unique UHM-branded content that can also be used by other offices for recruitment and retention of new students for use starting with the Fall 2019 cohort. Students should begin to access the platform no later than May 2019.

Estimated Cost: \$ 47,000 over 5 years

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

Procurement by standard competitive means, involving the preparation and advertising of a formal request for proposals, will not permit the campus to enter into a contract in time to implement for the Fall 2019 incoming cohort. This revamp of the Orientation was decided only in January 2019, and success depends on completely overhauling previous efforts. As the Fall 2019 cohort will start registering for classes at the end of May 2019, it is critical that this online orientation piece be implemented as close to that period as possible (target date May 1). One of the key components of orientation is how to select courses and register for classes. Best practices call for a 4 month window to design and develop the online orientation, and thus going through a standard RFP, even with a rushed timeline, will not allow us to have the online program running by the start of summer. In-person orientation sessions, which this year will be geared more heavily towards allowing students opportunities to make individual connections, are planned for the week before school starts in August, and are too late to be effective in giving the students the tools to register for classes in May. This online orientation program, with 24/7 access once implemented, is a key component for the New Student Orientation program. This is critical to meet our enrollment projections, maintain our current momentum, and improve our student success metrics (retention, persistence, and graduation rates).

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

In anticipation of the time constraints applicable to this procurement, we conducted a search and survey of the businesses that provide online orientation services. The companies were asked whether they could provide 3 essential components listed in the description of services above (unique to Manoa design, unlimited 24/7 access with data analytics, and ready for Fall 2019 cohort). The following 6 companies/options were surveyed by Kevin Kaneshiro of the Enrollment Management Office: Advantage Design, Comevo, Smart Sparrow, Innovative Educators, Articulate 360, and Lulima. The result of the survey were evaluated by Interim Vice Chancellor for Students, Dr. Lori M Ideta, Assistant VC for Enrollment Management Roxie Shabazz, and Interim Assistant VC for Diversity Dr. Christine Quemuel. A table showing a comparative analysis of the services offered by the 6 entities is attached. Two of the 6 firms surveyed (Comevo and Advantage Design) were found to be capable of providing all of the 3 essential components. Informal proposals will be requested of these two firms; these proposals will be evaluated by Assistant VC Shabazz and Assistant VC Quemuel with final selection to be made by iVC Ideta.

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and
The Office of Procurement and Real Property Management will assist in reviewing the contracts to ensure that it will be the most advantageous to the University.
Expenditures will be subject to review, approval, and processing in conformity with specifications of the contracts and University expenditure policies and procedures.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:
Lori Ideta, Interim Vice Chancellor for Students
Sabrina Fallejo Uganiza, Assistant to the Vice Chancellor for Students
Aileen Kozai, Administrative Services Manager, OVCS

Direct questions to: Sabrina Fallejo Uganiza Phone: (808) 956-3290

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

Lori M. Ideta
Full Name of Principal Investigator, Department Head, or Administrator

[Signature] MAR 28 2019
Signature Date

Aileen Kozai
Full Name of Fiscal Officer

[Signature] 3/28/19
Signature Date

APPROVED:

David Lassner
Full Name of Vice President or Chancellor
ASf 4/4/19

[Signature] 4/9/19
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

[Signature] 5/23/19
PRESIDENT, UNIVERSITY OF HAWAII DATE

Request for Exemption from Chapter 103D, HRS
 Description of services: Build and maintain an online platform to host the UH Mānoa New Student Orientation starting
 Fall 2019

Survey of Online Orientation Firms: January 2019

Companies contacted	Comevo	Advantage Design	Smart Sparrow	Innovative Educators	Articulate 360	Laulima
Can design and produce unique-to-Mānoa content	Yes	Yes	Additional costs	No, content generalized for any school	No, design your own	No, design your own
Unlimited usage with 24/7 access and data analysis	Yes	Yes	\$10/user	Yes	Yes	Yes
Will be ready for Fall 2019 entering cohort, with engaging videos, surveys, and graphics	Yes	Yes	No	Not with UHM specific videos	No	No