

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

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

Consulting services for analysis of Banner portal for UH System and UH Campuses' Banner configurations and usage of the Banner Financial Aid and Student modules. The goal of the analysis is to identify opportunities for improvements and enhancements to leveraging Banner technology for efficiency and compliance in support of University of Hawaii student success efforts, particularly in the areas of FAFSA completion and module courses/programs.

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: \$45,000.00 (estimated)
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Direct any inquiries to: Department: Office of the Vice President for Academic Planning and Policy Contact Name/Title: Hae Okimoto, Associate Vice President for Student Affairs and Director of Academic Technologies Address: 2520 Correa Road Information Technology Center, 5th Floor Honolulu, Hawaii 96822-2219	Phone Number: (808) 956-3504 Fax Number: (808) 956-7483
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Date Posted: January 14, 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: UH System Office of Student Affairs

(Department/Program)

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

Description of goods, services, or construction:

Consulting services for analysis of Banner portal for UH System and UH Campuses' Banner configurations and usage of the Banner Financial Aid and Student modules. The goal of this analysis is to identify opportunities for improvements and enhancements to leveraging Banner technology for efficiency and compliance in support of UH student success efforts, particularly in the areas of FAFSA completion and module courses/programs.

Estimated Cost: \$ 45,000.00

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

Please 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;

Please see attached.

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and
Please see attached.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:
Please see attached.

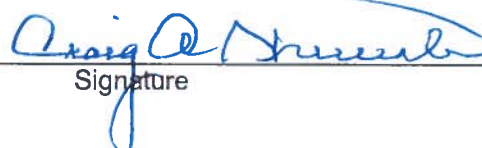
Direct questions to: Hae Okimoto Phone: 808-956-3504

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

Hae Okimoto
Full Name of Principal Investigator, Department Head, or Administrator


 11/20/18
Signature Date

Craig Shinsato
Full Name of Fiscal Officer

 12/13/18
Signature Date

APPROVED:


Donald Straney
Full Name of Vice President or Chancellor

 DEC 20 2018
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

 1/29/19
PRESIDENT, UNIVERSITY OF HAWAII DATE

**Request for Exemption from Chapter 103D, HRS
Banner Consultant (UH System Office for Student Affairs)**

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

Procurement by standard competitive means is not practicable as these services will require extensive knowledge of UH-specific Banner technological needs. These factors include: 1) Proven effective consulting for Banner multiple-campus systems; 2) Existing establishment of understanding of existing UH-specific Banner configurations; 3) Ability to leverage past consulting outcomes at UH Hilo and extend to other UH campuses and to UH System; 4) Established credibility of company in the area of specialized consulting.

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

This Banner consulting project is more than simply obtaining technological services. It represents an effective way of obtaining best practices in Banner technology for online module programs in order to ensure federal compliance with regulations pertaining to non-standard term academic programs. In line with UH enrollment goals, academic program goals, and strategic vision for the future of UH campuses, the UH System OVPAPP looked for the best possible integrated approach to achieving the necessary objectives utilizing Banner functionality.

Through this consulting effort, we are building UH System and UH campuses' capacity and distinctiveness in offering multiple formats of educational program delivery in order to meet the demands of the State's workforce. Consultants will focus on and provide recommendations for the following areas:

- Guidance regarding setting up Program of Study capability in Banner to monitor applicable courses in eligible academic pathway programs to ensure campuses' compliance with eligible courses in academic program federal student aid requirement
- Use of Banner Period Based budgeting for module courses/programs
- Guidance on module courses/programs tracking and monitoring for grades, enrollment tracking, and financial aid compliance, etc.
- Algorithmic packaging presentation on common usage for strategic packaging of financial aid to support enrollment goals, especially for module course/program packaging
- Investigate Banner Workflow as an option for streamlining of financial aid processing
- Coordination of accurate enrollment reporting setup for various academic terms (semester, summer, module terms)
- Satisfactory Academic Progress set up and improvements, with particular attention to modular student time frames

- Report generation to lessen amount of manual work in areas of FAFSA completion, verification tracking and completion, and modular student tracking
- Explore Banner capability to limit identified students in the module programs from registering for non-program classes based on health clearance requirements
- Explore award cancellation process to cancel awards that have not been accepted, including set up for module terms
- Investigate academic history and transfer credit evaluation analysis for improvements/better efficiency
- Explore possibilities for an automatic process in Banner to withdraw students with failed prerequisites
- Provide Banner Table, POPSEL and SQL training for FA officers and other Student Affairs staff

Strata Information Group specializes in the type of Ellucian Banner technology that UH utilizes; have consulted on UH's Banner configurations with established success at UH Hilo; have an understanding of how the UH System of campuses is set up in Banner and how UH currently utilize Banner functionality; and have a proven track record in this area through its 31-year national track record and stellar reputation with multiple other institutions of higher education.

In addition to Strata Information Group, the other entities considered for this comprehensive consulting initiative included the following (limitations found in the other options are noted in italics):

- ATGWork Consultants, Atlanta, GA – Provides IT consulting, staffing and support services (*specializes in PeopleSoft technology products and not familiar with UH Ellucian Banner set up*)
- NyQuest Consulting, LLC, Oregon, OH – Provides technical consulting services for Oracle, ,OSX, Windows XP/Win7/8/10, Linus, and Ellucian Banner Software (*specializes in new installations of Banner, not modifications specific to modular programs*)
- BridgeSpar Consulting, Greenwood Village, CO – Provides staffing solutions to universities and businesses that require technology expertise for contract, temp-to-perm and permanent roles (*specializes in staffing, not Ellucian Banner IT set up*)

(3) A description of the Department's internal controls and approval requirements for the exempted procurement:

The UH System Office for Student Affairs will work closely with the selected vendor to ensure that the University's goals and contractual obligations by the vendor are met.

(4) A list of Department's personnel, by position title, who will be involved in the approval process and administration of the contract:

Hae Okimoto – Interim AVP for Student Affairs

Sheryle Proper – Director of Financial Aid Policy & Strategy, Office of Student Affairs

Merrissa Brechtel – Education Specialist, Office of Student Affairs

Craig Shinsato – Administrative Officer, ITS