

**THE JUDICIARY, STATE OF HAWAII
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D**

TO: Chief Procurement Officer

FROM: Human Resources
Name of Requesting Division/Program

Pursuant to HRS § 103D -102 (b)(4) and HAR Chapter 3-120, The Judiciary requests a procurement exemption for the following:

<p>1. Describe the goods, services or construction:</p> <p>Production support – Production support is necessary to deal with the day-to-day issues of both hardware and software used in running the Human Resource Management System (HRMS). Production support includes a variety of services required for the ongoing success of the implementation including resolution of issues that pop up unexpectedly. Employee salary data is maintained in the PeopleSoft HRMS system; its proper application affects the Judiciary’s ability to timely and accurately pay employees. Also, security issues, system updates and regulatory compliance and other duties as required to allow Information Technology Communications Division (ITSD) and Human Resources (HR) to meet data requirements.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Business Solution Technologies, Inc.</p>	<p>3. Amount of Request:</p> <p>\$60,125.63</p>
<p>4. Term of Contract From: To:</p> <p>July 1, 2015 to June 30, 2016</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:</p> <p>The consultant needs to be knowledgeable with PeopleSoft software and Judiciary’s environment. The services to be performed by Consultant include, but are not limited to the following: - Production support tasks – dealing with day to day issues of the software used in running the HRMS. Employee salary data is maintained in the PeopleSoft HRMS system; its proper application affects the Judiciary’s ability to timely and accurately pay employees. - Production problems – There are times when something doesn’t work properly in the system and analysis must be done to determine why, and what is needed to correct the problem. In some circumstances, however, a technical issue may occur that is outside the expertise of Information Technology Communications Division (ITCD). In this case, we rely upon an outside vendor to assist.</p> <p>- Updates and fixes that are provided by PeopleSoft – Updates that are determined to affect the Judiciary’s software are installed and configured on-line. We must analyze whether the installation affects the system.</p> <p>- Database Administration Support – This includes periodic maintenance of the HRMS system to keep the release up to date, where appropriate. Various parameters must be adjusted to keep the databases operating quickly and efficiently. Changing consultants on this kind of project would be counterproductive because planning and knowledge transfer regarding the Judiciary work processes and enhancements to be addressed would lead to lost time and money.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>In 2001, the committee for the HRMS project has reviewed (David Maeshiro, Dennis Koyama, and Wade Hiraishi) the statement of qualification for services related to the implementation of the PeopleSoft HRMS and found DataHouse to be the most qualified based on the criteria that was established. Based on this, it was recommended and approved to procure the professional services of DataHouse which at the time was on the State of Hawaii Listing of vendors. The Judiciary first contracted with DataHouse in FY01. They assisted the Judiciary with the implementation of the revised Human Resources Intranet pages as well as with the integration of the employee self-service pages. Business Solution Technologies (BST) was the subcontractor to DataHouse and has been doing all of the other PeopleSoft work. It was recommended in the best interest of the Judiciary to contract directly with BST for production support thereafter. BST was then contracted for production support thereafter.</p>	

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Program	Phone Number	email address
Wade Hiraishi	Human Resources, Admin Svcs	539-4963	Wade.K.Hiraishi@courts.hawaii.gov
Yvonne Ching	Info Tech Comm Division	538-5336	Yvonne.N.Ching@courts.hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the Division/Program. I certify that the information provided above is, to the best of my knowledge, true and correct.

/s/ Dee Wakabayahsi

Department/Division/Program Head Signature

04/07/2015

Date

For Chief Procurement Officer Use Only

Date Notice Posted: ____

Inquiries about this request shall be directed to the contact named in Item 8. Submit written objection to this NOTICE OF REQUEST FOR EXEMPTION within seven (7) calendar days, or as otherwise allowed, from the Date Notice Posted to:

Chief Procurement Officer – The Judiciary
Financial Services Department
Contracts & Purchasing Office
1111 Alakea Street, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date