

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

TO: Chief Procurement Officer

FROM: Human Resources/Judicial Education Office  
*Name of Requesting Division/Program*

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

<p>1. Describe the goods, services or construction:</p> <p>A hosted, on-demand, web-based (including software modules and updates) integrated central learning management platform for program development, program delivery, goal tracking, and record keeping. Vendor will provide training, use of the service, including a browser interface and login data, in addition to encryption, transmission, access to, and storage of data. Vendor will be able to integrate learning and other data from our current system. Vendor will also provide maintenance and professional services.</p>	
<p>2. Vendor/Contractor/Service Provider: SUMTOTAL SYSTEMS LLC 300 Innovative Way, Ste 201 Nashua, NH 03062</p>	<p>3. Amount of Request: \$56,368.57 – includes 4.712% Hawaii Excise Tax.</p>
<p>4. Term of Contract From: June 15, 2018 To: June 14, 2019* Term of contract may change depending upon when contract is approved.</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>It is not practicable or not advantageous for the Program/Division to procure by competitive means because this will be a one (1) year pilot project with Learning Management System (LMS) software and services. The Judiciary will use the initial project term to determine employee usage and if the platform meets its training and record keeping needs without committing the organization to a multi-year contract.</p> <p>This procurement will allow the Judiciary to introduce new technology to employees while also managing risk. It is an opportunity to implement a potential solution in a limited capacity and validate resulting benefits.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>Human Resources started the process by defining a functional checklist based on their requirements of an LMS. They then identified the top four vendors in the LMS space for government (especially court) users based on a survey of the industry and queries to other court jurisdictions that have recently implemented an LMS solution. The Human Resources staff then contacted the four selected vendors to obtain information, conduct interviews and have demonstrations on their respective learning management systems and services. An LMS review committee comprised of HR representatives (Martha Hamada, Wade Hiraishi, Dawn Nagatani, Eric Tanigawa, and Tevita Tuikolongahau) and Judiciary CIO David Maeshiro convened to view the live vendor demonstrations and related interviews. All vendors contacted provided a demonstration.</p> <p>Staff also queried current clients of the different LMS vendors. Based on the functional checklist, live demonstrations, interviews, reference checks, and pricing structure, the review committee is recommending SumTotal as the pilot project vendor as it most closely meets the Judiciary requirements. The pilot project would allow us ample time to test the system in depth to see whether it is best suited to meet the Judiciary's needs.</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
Dawn Nagatani*	Human Resources, Jud Ed Office	808-539-4340	<a href="mailto:Dawn.M.Nagatani@courts.hawaii.gov">Dawn.M.Nagatani@courts.hawaii.gov</a>
David Maeshiro	ITSD	808-538-5301	<a href="mailto:David.K.Maeshiro@courts.hawaii.gov">David.K.Maeshiro@courts.hawaii.gov</a>
Wade Hiraishi	Human Resources, Admin Svcs	808-539-4963	<a href="mailto:Wade.K.Hiraishi@courts.hawaii.gov">Wade.K.Hiraishi@courts.hawaii.gov</a>

**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 Wakabayashi

Department/Division/Program Head Signature

5/14/2018

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 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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813---2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

\_\_\_\_\_  
Chief Procurement Officer Signature

\_\_\_\_\_  
Date