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

TO: Chief Procurement Officer

FROM: <u>Human Resources/Judicial Education Office</u>

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: 1. Describe the goods, services or construction:

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.

2. Vendor/Contractor/Service Provider:		3. Amount of Request:	
SkillSoft Corporation 300 Innovative Way, Ste. 201 Nashua, NH 03062		\$44,343.72	
4. Term of Contract From: 07/01/2020	To: 06/30/2021	 5. Prior Judiciary Procurement Exemption No. (if applicable): JE18-68/JAE18-18 JAE18-21 	

6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:

It is not practicable or not advantageous for the Program/Division to procure by competitive means because this will be a continuation of the initial pilot project for the Learning Management System (LMS) software and services. The Judiciary requires additional time to fully understand and test the initial product to determine employee usage and if the platform meets the Judiciary's training and record keeping needs without committing the organization to a multi-year contract. The information gathered will be utilized to procure competitively through a Request for Proposal.

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.

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

Human Resources Department (HRD) staff initiated 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. HRD staff contacted the four selected vendors to obtain information, conduct interviews, and schedule demonstrations of their respective learning management systems and services. An LMS review committee comprised of HRD 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.

Judiciary 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 recommended SumTotal Systems LLC, an entity of Skillsoft Corporation, as the pilot project vendor as it most closely met the Judiciary's requirements. The pilot project should provide sufficient time to test the system in depth to determine whether the LMS is best suited to meet the Judiciary's needs.

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 asterish	k after name of person t	to contact for additional information).
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Division/Program	Phone Number	email address
Human Resources, Jud Ed Office	808-539-4340	Dawn.M.Nagatani@courts.hawaii.gov
ITSD	808-538-5301	David.K.Maeshiro@courts.hawaii.gov
Human Resources, Admin Svcs	808-539-4963	Wade.K.Hiraishi@courts.hawaii.gov
-	Human Resources, Jud Ed Office	Human Resources, Jud Ed Office808-539-4340ITSD808-538-5301

I certify that the information provided above is, to the best of my knowledge, true and correct.

/s/ Jason Minami

Department/Division/Program Head Signature

03/20/20 Date

For Chief Procurement Officer Use Only					
Date Notice Posted:					
quiries about this request shall be directed to the contact named in Item 8. Submit written objection to this NOTICE OF QUEST 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, 6 th Floor Honolulu, Hawaii 96813-2807					
Chief Procurement Officer (CPO) Comments:					
Approved Disapproved No Action Required					
Chief Procurement Officer Signature Date					