

**THE JUDICIARY, STATE OF HAWAII  
NOTICE AND REQUEST FOR SOLE SOURCE**

TO: Chief Procurement Officer

FROM: Human Resources

*Name of Requesting Division/Program*

*Pursuant to HRS § 103D -306 and HAR Chapter 3-122, Subchapter 9, The Judiciary requests sole source approval to purchase the following:*

1. Describe the goods, services or construction to be procured:  
Oracle software maintenance agreement. Allows the technical support services provided under support services number 3239288. PeopleSoft Enterprise Profile (Employee Count Perpetual), PeopleSoft Enterprise EProfile (Manager - Employee Count Perpetual), PeopleSoft Enterprise Human Resources - (Employee Count Perpetual). Please see contract renewal.

2. Vendor/Contractor/Service Provider Name:  
Oracle

3. Amount of Request:  
\$82,448.18

4. Term of Contract (shall not exceed 12 months), if applicable:  
From: 07-01-2021 To: 06-30-2022

5. Prior Judiciary Procurement Sole Source No. (if applicable):

6. Describe in detail the following:  
a. The unique features, characteristics, or capabilities of the goods, service or construction.  
Oracle has the unique expertise and capabilities to support Oracle program licenses. Oracle creates the proprietary program updates that may be provided as part of Oracle's technical support services. As the sole source of technical support (including the proprietary program updates created by Oracle), Oracle offers the services to Oracle customers for purchase on an annual basis.  
  
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department.  
The Oracle software is needed to run the Human Resources Management System (HRMS) for the Judiciary. Employee salary data is maintained in the HRMS system. It's proper application affects the ability to timely and accurately pay employees.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction:

In 2001, the committee for the HRMS project (David Maeshiro, Dennis Koyama, and Wade Hiraishi) recommended that the Oracle software be used to implement the Judiciary's HRMS system.

Oracle has the unique expertise and capabilities to support Oracle program licenses. Oracle creates the proprietary program updates that may be provided as part of Oracle's technical support services. As the sole source of technical support (including the proprietary program updates created by Oracle), Oracle offers the services to Oracle customers for purchase on an annual basis.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

There are currently no alternate sources. The Oracle software is proprietary.

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
Jade Taono	Human Resources, Emp Svcs	539-4952	jade.c.taono@courts.hawaii.gov
Eric Tanigawa	Deputy HR Director	539-4962	eric.a.tanigawa@courts.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-12, Subchapter 15, Cost Pricing Data, if required.

**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/ Jason Minami

03/22/2021

\_\_\_\_\_  
Department/Division/Program Head Signature

\_\_\_\_\_  
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 SOLE SOURCE 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*