

**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:

<b>1. Describe the goods, services or construction to be procured:</b> NEOGOV ONBOARD NEOGOV EFORMS	
<b>2. Vendor/Contractor/Service Provider Name:</b> NEOGOV	<b>3. Amount of Request:</b> \$51,908.16
<b>4. Term of Contract (shall not exceed 12 months), if applicable:</b>  From: 6/15/2022                      To: 06/14/23	<b>5. Prior Judiciary Procurement Sole Source No. (if applicable):</b>
<b>6. Describe in detail the following:</b> a. The unique features, characteristics, or capabilities of the goods, service or construction. In conjunction with NEOGOV Insight OHC which the Judiciary currently uses: 1. The NEOGOV ONBOARD accelerates the New Hire process by streamlining new hire paperwork, processes, and selected training all on one platform. NEOGOV ONBOARD assigns checklists to new hires prior to their start date and allows the creation of forms specific to employees, groups, or departments, ensuring forms are properly completed. Effectively onboarding new hires helps them to be productive and engaged immediately.  2. The NEOGOV EFORMS modernizes the Onboard process with customized digital workflows, routing, and e-signature by supporting the creation of online forms, automated distribution, submission, and tracking.  NEOGOV Onboarding and eForms are integrated with a unified dashboard and task management which is only provided by NEOGOV.  b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department. Both the Staffing Services Division and the Employee Services Division of the Human Resources Department need to reach out to new hires at different points of the hire process to complete specific paperwork for clearance purposes and in preparation to start work. NEOGOV ONBOARD and NEOGOV EFORMS creates a Pre-board and an Onboard process for the new hires resulting in a seamless transition between the two Human Resources Divisions. NEOGOV ONBOARD automates onboarding tasks, increasing productivity and engagement of the new hires. NEOGOV EFORMS allows for the creation of forms, automates routing and reminders and provides for document management.	

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:

The Judiciary already uses NEOGOV Insight OHC. NEOGOV ONBOARDING AND NEOGOV EFORMS builds onto the NEOGOV Insight OHC to create a seamless transition from the recruitment process to the new hire onboarding process.

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.

NEOGOVS is the sole vendor who can integrate with a unified dashboard and task management system of NEOGOV Onboarding and NEOGOV eforms products.

9. 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
Jade Taono	Human Resources		jade.c.taono@courts.hawaii.gov
Teena Oshiro	Human Resources, Staffing Svcs		teena.m.oshiro@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/ Eric Tanigawa

04/04/2022

\_\_\_\_\_  
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*