

**THE JUDICIARY, STATE OF HAWAII  
NOTICE OF AMENDMENT TO  
SOLE SOURCE CONTRACT**

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 an amendment to sole source approval as follows*

1. Sole Source Reference (JS) number:

JS22-16

2. Vendor/Contractor/Service Provider Name:

NEOGOV

3. Describe the goods and/or services:

In conjunction with NEOGOV Insight OHC which the Judiciary currently uses:

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.

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.

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.

4. Request to amend is submitted in order to:

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Revise the scope of services for the contract as follows:

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Increase contract price by 10% or more:

Original Contract Price: \$51,908.16

Amended Contract Price: \$82,269.38

5. Explain in detail why this/these amendment(s) is/are necessary.

The Judiciary is seeking a one (1) year term contract. The original quote obtained was for a three (3) year term with the initial year costing \$51,908.16. The revised contract price is for a one (1) year term for an amount of \$82,269.38.

6. 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 |
|              |                                |              |                                  |

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or 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

05/16/2022

\_\_\_\_\_  
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 6. Submit written objection to this NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT 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:

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Approved

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Disapproved

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No Action Required

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

\_\_\_\_\_  
Date