

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

TO: Chief Procurement Officer

FROM: Human Resources  
*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:*

<p>1. Describe the goods, services or construction: Production support and updates and fixes. Production support is necessary to deal with the day-to-day issues of both hardware and software used in running the Human Resources Management System (HRMS). Employee data is maintained in the HRMS system; its proper application affects the Judiciary's ability to timely and accurately pay employees. May include work on: security roles, workflow, worklists, and reports maintenance. Updates and fixes are not provided more frequently and HRMS images are being provided per year instead of large full-system upgrades being provided every four years. Images, updates, and fixes that are determined to affect the Judiciary's software are installed and configured on-line. Images, updates, and patches must be applied to system components.</p>	
<p>2. Vendor/Contractor/Service Provider: Business Solution Technologies</p>	<p>3. Amount of Request: \$155,183.18</p>
<p>4. Term of Contract From: To: 07-01-2024 to 06-30-2025</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): JE24-03</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: The consultant for the Judiciary needs to be knowledgeable with PeopleSoft software as well as possess a keen understanding of the Judiciary's environment. We rely on Business Solution Technologies (BST) to provide this expert assistance. For regular updates and fixes that are provided by PeopleSoft (Oracle), BST is able to evaluate and apply only those which will affect the Judiciary positively, thereby eliminating downtime for updates and fixes that will have no benefit. Over the many years, there have been customizations applied to the Peoplesoft software due to changes in legislation, tax laws as well as changes in procedures within the department. With the intimate knowledge of how PeopleSoft works and how customizations have been applied, BST is able to quickly isolate and fix problems that occur during the course of a work day as well as recommend future actions because of their history with the Judiciary.</p> <p>Changing consultants on this kind of project would be counterproductive because planning and knowledge transfer regarding the Judiciary work processes and customizations would lead to lost time and money. Without prior knowledge and experience with the many customizations to panels, fields and rules, maintenance will be extremely difficult, thus making it impracticable for another vendor to be selected.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: In 2001, the committee for the HRMS project reviewed (David Maeshiro, Dennis Koyama, and Wade Hiraishi) the statement of qualification for services related to the implementation of the PeopleSoft HRMS found DataHouse to be the most qualified based on the criteria that was established. Based on this, it was recommended and approved to procure the professional services of DataHouse which at the time was on the State of Hawaii Listing of Vendors.</p> <p>The Judiciary first contracted with DataHouse in FY01. They assisted with the implementation of the revised Human Resources Intranet pages as well as the integratino of the employee self-service pages.</p> <p>Business Solution Technologies (BST) was the subcontractor to DataHouse and has been doing all of the other PeopleSoft work. It was recommended in the best interest of the Judiciary to contract directly with BST for production support thereafter.</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
Wade Hiraishi	Human Resources, Admin Svcs	808-539-4963	wade.k.hiraishi@courts.hawaii.gov
Jade Tanoo	Human Resources, Emp Svcs	808-539-4852	jade.c.taono@courts.hawaii.gov
Eric Tanigawa	Human Resources Director	808-539-4961	eric.a.tanigawa@courts.hawaii.gov

**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

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

01/30/2024

\_\_\_\_\_  
*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 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*