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# STATE PROCUREMENT OFFICE NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

1. TO: Chief Procurement Officer  
2. FROM: DAGS/ICSD/SSB

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:  
Request approval to upgrade an existing license for N2O published by Treehouse Software Incorporated to an enterprise license.

4. Name of Vendor: Treehouse Software Incorporated Address: 409 Broad Street, Suite 140 Sewickley, PA 15143	5. Price: \$67,973
6. Term of Contract: From: 1/1/2008 To: 12/31/2008	7. Prior Exemption Ref. No. 07-056-J

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:  
See attachment.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
The most practical process available to ICSD involves the detailed review of the State's requirements by the ICSD Systems Services Branch with input on requirements from the KEIKI project team and the Department of Human Services' HAWI support consultant. This will be followed by an assessment of alternatives available to ICSD and the review and approval of the ICSD Administrator and Assistant Administrator. Subsequent approval by the State Comptroller will also be obtained as part of the final approval process.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
The ICSD internal controls for approval include the following:  
  
Completion of a requisition form that itemizes all costs associated with the procurement. Subsequently, a departmental comments and review form is completed that is reviewed and approved by the Assistant Administrator, Administrator, and DAGS Comptroller.

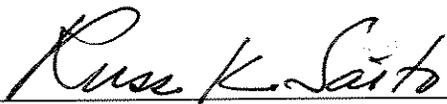
**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)**

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Debra Gagne	Administrator	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Sharon Wong	Acting Assistant Administrator	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Wayne Sasaki	Chief, Systems Services Branch	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Christie Ferreira	Management Analyst	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: Accounting and General Service Contact Name: Wayne Sasaki Phone Number: 586-1940 x343 Fax Number: 586-2337
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Agency shall ensure adherence to applicable administrative and statutory requirements

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


10/9/07  
 \_\_\_\_\_  
 Department Head Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>10/11/07</u>
The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to: <p align="center">                     Chief Procurement Officer                      State Procurement Office                      P.O. Box 119                      Honolulu, Hawaii 96810-0119                 </p>	
Chief Procurement Officer's comments: <p>As per the agency, this request is a resubmittal of PE-07-056-J for which this ELA upgrade was approved but not processed. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply.</p>	

16.  APPROVED  DISAPPROVED


10/18/07  
 \_\_\_\_\_  
 Chief Procurement Officer Date

## ATTACHMENT TO ITEM 8

The Department of Attorney General's Child Support Enforcement Agency (CSEA) has been utilizing Treehouse software called N2O. This is a suite of software to improve the management and tracking of changes made to computer programs for the mainframe database software ADABAS. CSEA has found that the software performs as warranted and provides them control over the changes made to computer programs written for ADABAS while permitting flexibility.

The N2O software is licensed only to CSEA and was acquired as part of an RFP issued by the department to document their KEIKI system. ICSD worked with CSEA to implement the software as part of its central site responsibilities and determined that the software is capable of providing the same management and control for other ADABAS software users.

CSEA and the software publisher have agreed to transfer its license to ICSD. In addition, the software publisher agreed to convert the CSEA license, at an additional cost, to an Enterprise License Agreement (ELA) to permit use of the software on mainframes at ICSD's central site.

CSEA invested approximately \$38,000 in implementing the N2O software, and ICSD has committed personnel and time to support the CSEA project. In addition, the initial cost incurred by CSEA will discount the ELA to ICSD. It would be impractical to abandon the funds and to further require ICSD to support an additional software to manage changes to computer programs written to access ADABAS.