

**DEPARTMENT OF EDUCATION - OFFICE OF FISCAL SERVICES  
REQUEST and NOTICE OF EXEMPTION FROM PROCUREMENT**

**PART I - REQUEST FOR EXEMPTION FROM PROCUREMENT**

1. TO: DOE Chief Procurement Officer (send completed original form to OFS Procurement and Contracts Branch)  
FROM: Office of Human Resources - Personnel Management Branch  
*(Name of School or Program)*

The school/program named above requests a procurement exemption as follows below.

2. This exemption is requested pursuant to:  
 §103D-102(b)(4), HRS and Chapter 3-120, HAR or  
 §103F-101(a)(4), HRS and Chapter 3-141, HAR

3. Island/District:  Statewide or  
 Oahu  Hawaii  Kauai  Maui

4. Description of the proposed purchase (attach additional sheets if necessary):  
Indicate one category:  good  service  construction  Health/Human service  professional service  
Brief description: Training on the use of the Ventures Interview tool.  
There will be one, two-day trainings for the "Selection Instrument Training - Teacher Form A" The per person cost of the training is \$1,400.  
There will be one, one-day training to certify people on the "Selection Instrument Training - Teacher Form A" - Applicants must already be certified in Teacher Form B. The per person cost of the training is \$850.

5. Vendor Information  
Name: HUMANeX Ventures, Brad Black  
Address: 2900 S 70<sup>th</sup> Street Suite 100,  
Lincoln NE, 68506

6. Term of Contract  
From: 01/25/17  
To: 01/27/17

7. Total Cost:  
Not to exceed  
\$115,000

8. Explanation describing how procurement by competitive means is either **not practicable** or **not advantageous** to the State (attach additional sheets if necessary):  
see attachment

9. Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable (attach additional sheets if necessary):  
see attachment



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Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State.

The Hawaii Department of Education (HIDOE) has been using the HUMANeX Ventures Teaching/Learning Specialist Selection Interview "Form B" (Selection Interview tool) for approximately 30 years. It is not practicable or advantageous for the State to procure the necessary training services by competitive means because (1) the Selection Interview tool is copyrighted by HUMANeX Ventures Corporation and no other vendor is authorized to offer training on this teacher Selection Interview tool, (2) it would require a great cost to procure a different Selection Interview tool merely to encourage competition; (3) the time to research and procure another Selection Interview tool would cause a delay in the efforts of the HIDOE to attract, identify, select, and develop exceptional teaching professionals, and (4) the required training for personnel on how to use a new Selection Interview tool would also have a negative impact on our recruitment goals; (5) the Department invested resources to train approximately 75 administrators on this tool in 2015.

Further, it allows the HIDOE to collect data on all of its teacher applicants for statistical purposes. If we were to switch to another vendor our baseline data would be skewed and rendered obsolete.

Lastly, the HIDOE has invested in the online component of this screening tool. To integrate this component an electronic link was developed to integrate information from the Ventures HUMANeX database into the applicant's record in the HIDOE's eHR database. This electronic feed expedites the hiring process and helps ensure the HIDOE collects accurate data which is used to help determine if we are recruiting are being successful in the classroom.

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Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

The Ventures Selection Interview Tool is geared towards assisting school leaders in the selection and development of new teachers.. The HIDOE has utilized this tool for over 30 years and were able to realize cost savings as we had in house HIDOE trainers to guide staff on the use of this tool and in accomplishing these goals. Recently, the HIDOE lost our in-house trainers and began looking for a way to train, certify and build our capacity of qualified administrators of the Selection Interview Tool. It was discovered that HUMANeX Ventures Corporation, the copyright holder of the Ventures Selection Interview tool, is the only company qualified and authorized to provide the training necessary on the use of this tool. Further research revealed that while other companies offer similar interview tools of their own, they do not and cannot provide training on the Ventures Selection Interview tool. The HIDOE has invested a vast amount of money and labor hours into molding this tool to better assist us in identifying exceptional teaching professionals who wish to work with us. Thus the HIDOE wishes to maintain and even grow the results we have achieved using this Selection Interview tool. By having additional qualified administrators of the Selection Interview Tool will help the HIDOE will maintain the momentum we have gained in attracting, identifying, selecting, and developing exceptional teaching professionals.

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A description of the school/program internal controls and approval requirement for the exempted procurement.

The exemption being sought applies only to the selection of the training vendor on the Ventures Selection Interview tool. All other areas of procurement, including the approval process and administration of the contract will be in compliance with procurement procedures.

Kerry Tom, Personnel Director and/or Sean Bacon, Personnel Administrator will be working with the vendor to help coordinate the training dates and location. When the training is being administered either Kerry Tom or Sean Bacon will be in attendance to ensure that the individuals attending the session sign in. This sign in record will be used to ensure the HIDOE is billed correctly from HUMANeX Ventures. All participants that successfully complete the training will receive a certificate indicating they are certified.