

8. Describe the Judiciary's internal controls and approval requirements for the exempted procurement:

Upon contract execution, an orientation will be conducted with the provider by the Juvenile Drug Court Administrator, and the program specialist assigned to the contract. Provider obligations including scope of services, compensation, working agreement terms, reporting and invoicing requirements will be reviewed. Contract terms shall be monitored on an annual basis to evaluate service delivery and compliance to all terms of the agreement. Any reports of contract non-compliance will be investigated and addressed by the program specialist. In addition, any subsequent contract extensions will be subject to the Judiciary's internal approval process

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
Lori M. Okita	Chief Court Administrator	539-4400	Lori.m.okita@courts.hawaii.gov
Janice G. Yamada	Deputy Chief Court Administrator	954-8220	Janice.g.yamada@courts.hawaii.gov
Christine Y. Miwa-Mendoza	Programs Manager – JCSB	954-8222	Christine.y.miwa-mendoza@courts.hawaii.gov
Paul M. Murato	Fiscal Officer	954-8268	Paul.m.murato@courts.hawaii.gov
Joel A. Tamayo	Juvenile Drug Court Administrator	534-6562	Joel.a.tamayo@courts.hawaii.gov
Adriane C. Abe	Program Specialist	539-4408	Adriane.c.abe@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/ Lori Okita
 Department/Division/Program Head Signature

_____/4/10/13
 Date

NOTICE

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 9 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Rodney Maile, Chief Procurement Officer, The Judiciary, 417 S. King St., Rm. 206A, Honolulu, HI 96813

For Chief Procurement Officer Use Only

Date Notice Posted: _____

Inquiries about this request shall be directed to the contact named in no. 9. Submit written objection to this notice to issue an exempt contract within seven (7) calendar days or as otherwise allowed from the date notice posted to:

Judiciary.Procurement.Office@Courts.hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date