

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

TO: Chief Procurement Officer

FROM: IT & Systems Dept., Records Management Office
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: RQ#3425 - Purchase of a High-speed microfilm scanner to scan ~25,000 microfilm reels of court documents to electronic format.</p>	
<p>2. Vendor/Contractor/Service Provider: The Crowley Company</p>	<p>3. Amount of Request: \$78,208.00</p>
<p>4. Term of Contract From: To: N/A</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): None</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: Per attached Exclusivity Letter, the Crowley company is the exclusive / sole source authorized United States reseller, parts supplier, and support provider for our entire Mekel Technology new and refurbished scanner product offering, specifically, the Mekel MACH10 Microfilm Scanner</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: A nationwide search was conducted including attending the national conferences to find the appropriate scanner to scan the Judiciary's ~25,000 reels of microfilm within a reasonable time period. Using the Mekel's scanner's specifications the Judiciary will be able to scan all the microfilm in approximately 2 years. Other microfilm scanners were reviewed, but had considerably lower speeds greatly extending the time required to scan the Judiciary's microfilm.</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
Keith C. Siu*	Records Management Office	534-6508	Keith.C.Siu@courts.hawaii.gov
Naty B. Butay	Administration Fiscal Office	538-5747	Naty.B.Butay@courts.hawaii.gov
Kevin G. Thornton	IT & Systems Dept.	538-5714	Kevin.G.Thornton@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/ Kevin G. Thornton

Department/Division/Program Head Signature

05/08/2014

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date