

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

TO: Chief Procurement Officer

FROM: Third Judicial Circuit  
*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:</p> <p>K6187 To provide Guardian Ad Litem and/or legal Services on behalf of children and parents who are parties in Hawaii Revised Statutes, Chapter 587 proceedings; youngsters in Hawaii Revised Statutes, Chapter 571 proceedings; and other miscellaneous hearings which are heard in the Family Courts.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Carol Sue Kitaoka</p>	<p>3. Amount of Request:</p> <p>Payment in accordance with amount and type of assigned cases (see attached pay schedule)</p>
<p>4. Term of Contract From: To:</p> <p>July 1, 2017 thru June 30, 2018</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</p> <p>JE 17-20</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:</p> <p>Ms. Kitaoka has been a licensed and practicing attorney in the State of Hawaii for over thirty years. As a Deputy Prosecuting Attorney for the County of Hawaii, she received numerous trainings and obtained valuable experience with juveniles in the Judiciary system. As a retiree and now in private practice, she would like to continue her commitment. Efforts to recruit attorneys through the Request for Proposal process under J16003 in 2015, did not produce enough attorneys to absorb the amount of referrals from the Family Court of the Third Circuit.</p> <p>Ms. Kitaoka has provided GAL/LC services under contract J17097. A change in Contractor for her carry-over cases would be detrimental to the clients and disruptive to the court. Due to the shortage of GAL/LC providers in West Hawaii, it is critical for the Judiciary to contract with Ms. Kitaoka</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>Ms. Kitaoka has been providing GAL/LC services for the Family Court of the Third Circuit since October 1, 2015. She has performed these services satisfactorily and has expressed interest in pursuing a contract.</p> <p>Ms. Kitaoka has provided GAL/LC services under contract J16217 and J17097. A change in Contractor for her carry-over cases would be detrimental to the clients and disruptive to the court.</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
Aolani Mills	Third Judicial Circuit	322-8726	aolani.m.mills@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/ Aolani Mills

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

01/31/2017

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