

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

TO: Chief Procurement Officer

FROM: First Judicial Circuit Family Drug Court
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: Emergency housing for clients and children in the First Circuit Family Drug Court</p>	
<p>2. Vendor/Contractor/Service Provider: Various Providers</p>	<p>3. Amount of Request: Est. 4000.00 (four thousand)</p>
<p>4. Term of Contract From: 07/01/2015 To: 06/30/2016</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: The FDC is requesting exemption of our emergency housing contracts from the procurement provisions outlined in HRS 103D. It is neither practicable nor advantageous for the Judiciary to solicit other quotations for this particular service. These are small contracts that provide emergency housing for clients participating in the Family Drug Court Program. Asking these providers to have 1 million in liability insurance would be a hardship which could cause the FDC to lose a valuable service to the program.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: Possible vendors contact FDC to provide emergency housing services for our client that are in recovery and in need of stable clean and sober living. These houses are located island wide and no restriction on location or proximity 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
Paul Murato	Fiscal	954-8080	Paul.M.Murato@courts.hawaii.gov
James Lutte	Family Drug Court	534-6601	James.J.Lutte@courts.hawaii.gov
Cheryl Marlow	Administrator	954-8220	Cheryl.R.Marlow@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/ Cheryl Marlow

Department/Division/Program Head Signature

05/15/2015

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