

**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/James Lutte-Coordinator  
(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:*

<b>1. Describe the goods, services or construction:</b> Emergency housing for clients and children in the First Circuit Family Drug Court	
<b>2. Vendor/Contractor/Service Provider:</b> Hale Na Pono, The Salvation Army- Ka'ohu Hou O Manoa, The Salvation Army – Ke Ola Pono, Hoomau Ke Ola-Clean & Sober Living (Lihue), Hoomau Ke Ola-Clean & Sober Living (Farrington), Alternative Structures International-Ohana Ola O Kahumana, Alternative Structures International-Ulu Ke Kukui	<b>3. Amount of Request:</b>  Est. 4000.00 (four thousand)
<b>4. Term of Contract</b> From: 07/01/14 To: 06/30/15	<b>5. Prior Judiciary Procurement Exemption</b>
<b>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:</b>  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.	
<b>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</b>  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.	

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.

Cheryl R. Marlow  
Department/Division/Program Head Signature

5/19/14  
Date

### For Chief Procurement Officer Use Only

Date Notice Posted: May 22, 2014

Inquiries about this request shall be directed to the contact named in no. 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:

Notice of Request for Exemption Posted.

No objections Filed.

Recommend Approval of Request for Exemption.

Approved

Disapproved

No Action Required

Rodney G. Smith  
Chief Procurement Officer Signature

MAY 28 2014  
Date