

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

TO: Chief Procurement Officer

FROM: First Circuit/Juvenile Client Services Branch/Juvenile Drug Court Program
Name of Requesting Division/Program

Pursuant to HRS § 103F -101 (a)(4) and HAR Chapter 3-141, The Judiciary requests a procurement exemption for the following:

<p>1. Title and description of health and human service(s):</p> <p>Psychological Services for Juvenile Drug Court clients including evaluations, assessments, and consultative services. Services to be provided by a licensed psychologist. Services are to identify and address mental health issues/needs that may present barriers to the client's recovery and treatment progress. Due to budgetary constraints, the Juvenile Drug Court has been able to purchase these services at very limited quantities for its clients in the past. Through funding from CAMHD the program will be able to utilize these funds to pay for such critical intervention services.</p>	
<p>2. Provider Name and Address: Dr. Steven Choy 50 S. Beretania St., Suite C-201 Honolulu, HI 96813</p>	<p>3. Amount of Request: Not to exceed \$10,000</p>
<p>4. Term of Contract From: To: Upon contract execution - 07/31/15</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): JE14-28</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>Dr. Steven Choy currently works with the JDC clients providing the same psychological services and has done so since 2003. Changing psychologist would be detrimental as it would disrupt services to the clients. In view of this, it would not be feasible or practicable to conduct a solicitation. We are requesting an Exemption from the Provisions of 103F.</p>	
<p>7. Describe the reason for the selection of the provider including a description of how the procedure, as much as practicable, ensured maximum fair and open competition:</p> <p>As mentioned, Dr. Steven Choy provides psychological services to the JDC program's clients and any disruptions to this service would be detrimental. In addition, the provider has had a contract for psychological assessments and evaluations for Juvenile Drug Court clients since 2003 and has delivered services satisfactorily in accordance to contract terms.</p>	

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
Cheryl R. Marlow	Deputy Chief Court Administrator	954-8220	Cheryl.M.Marlow@courts.hawaii.gov
Christine Y. Miwa-Mendoza	Programs Branch – 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 M. Okita
Department/Division/Program Head Signature

08/04/2014
Date

NOTICE

Date Notice Posted: _____

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: **Chief Procurement Officer – The Judiciary; Financial Services Department; Contracts & Purchasing Office; 1111 Alakea Street, 6th Floor; Honolulu, Hawaii 96813-2807.**

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date