

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

TO: Chief Procurement Officer

FROM: Third Circuit Court/Client Services Div/Program Services
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>Facilitate the Kids First Program, also known as the Children First Program. Duties include the development of a curriculum and facilitate monthly group sessions for divorcing parents and their children. Work collaboratively with professionals and volunteers, coordinate applicable training for volunteers, maintain attendance reports and submit reports monthly to the Judiciary</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Jolene. M. Armstrong</p>	<p>3. Amount of Request:</p> <p>\$7500.00</p>
<p>4. Term of Contract From: To:</p> <p>01/01/2015 - 06/30/2015</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:</p> <p>The individual has met the Selection Criteria for Contracted Children's Group Facilitators. The position is exempt from Chapter 103D, HRS, pursuant to Hawaii Administrative Rule section 3-120-4(b), exemption 3</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>This individual has the necessary skills and qualifications to facilitate this program. Her contacts in the community and professional reputation provide access to psychologists, attorneys, and judges whom are willing to provide volunteer services.</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
Colin Young	Third Judicial Circuit	961-7424	colin.s.young@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.



Department/Division/Program Head Signature

11-10-14

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 11/10/14

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:

Notice of Request for Exemption was posted.

No objections were filed.

Recommend approval of Request for Exemption.

Approved

Disapproved

No Action Required


 Chief Procurement Officer Signature

NOV 18 2014
 Date