

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

TO: Chief Procurement Officer

FROM: First Circuit Court
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:

1. Title and description of health and human service(s):
Domestic violence intervention services: supervised child visitation and exchange services in the First Circuit.

2. Provider Name and Address:
Parents and Children Together
1485 Linapuni Street, Suite 105
Honolulu, HI 96819

3. Amount of Request:
\$83,000.00

4. Term of Contract From: 10/01/2014 To: 09/30/2015

5. Prior Judiciary Procurement Exemption No.
(if applicable):

6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:
The contract procured through Request for Proposals (RFP) J11030 will extend to September 30, 2015, beyond the June 30, 2015 date when the RFP expires. It is necessary to extend the contract to September 30, 2015 to allow services to continue without disruption. The benefits gained by the families receiving services will be impaired if there is any disruption during the contract term.

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:
Parents and Children Together was selected through RFP J11030 and was the only organization applying to provide the services. In addition, this is the only agency in the First Circuit who has the expertise in providing this service. The agency has been providing these specialized services for 25+ years.

8. Describe the Judiciary's internal controls and approval requirements for the exempted procurement:

Review and originating request is developed by the Program Specialist managing the federal grant and purchase of service contract, reviewed by the Branch Administrator then submitted to the Deputy Chief Court Administrator for review and signature. Posting and final execution of the contract is completed by the Fiscal Services Division.

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
Maureen Kiehm	First Circuit, Adult Client Services	539 4406	Maureen.N.Kiehm@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 Okita

Department/Division/Program Head Signature

01/09/2015

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