

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

TO:            Chief Procurement Officer

FROM:            Adult Client Services Branch  
           *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: <u>          </u></p> <p>Clean and Sober Home is a house designed and operated to provide a stable environment of clean and sober living conditions to sustain recovery and that is shared by unrelated adults who:</p> <p>1) Are recovering from substance abuse;          2) Share household expenses.          3) Do not require 24 hour supervision, rehabilitation, or therapeutic services on the premises.          4) Meet applicable laws, codes and rules of the counties and State.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>A. Oxford House          B. Friends of Drug Court      C. Poailani, Inc.</p>	<p>3. Amount of Request:</p> <p>A. NTE \$25,000 FY          B. \$450: Average Monthly Housing Fee per Client          C. NTE \$5000/FY</p>
<p>4. Term of Contract From: <u>          </u> To: <u>          </u></p> <p>July 1, 2015 to June 30, 2016</p>	<p>5. Prior Judiciary Procurement Exemptions o.          (if applicable):</p> <p>None</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>A. It is neither practical nor advantageous for the Judiciary to solicit other quotations for this particular service because these type of homes are limited in number throughout the Island of Oahu and for the most part, are operated by individuals in the recovery community. They are unique clean and sober houses in that they adhere to specific county &amp; state zoning codes and each house is financially self-supporting. Each house member is expected to pay their equal share of the monthly expenses. Based on the the limited pool of providers to undergo the full procurement process is impractical.</p> <p>B. Poailani, is a program that specializes in treatment clients with dual-disorders, substance abuse and mental health. They provide residential and intensive outpatient treatment and the clients are able to move from residential into the Kihapai Apartments where the rent is \$450 per month and taken from their disability benefits (SSI, SSDI and/or welfare). All of the residents have mental health issues so the housing staff is trained to assist them when crisis occurs.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>A. The process for selecting the contractor is basically through the Oxford House Inc. since they have house standards that support substance abusing offenders in their rehabilitation process. The probation officers have been able to monitor the offender's progress with the collaborative effort of the Oxford House members.</p> <p>B. The selection process was based on sole provider since the Kihapai Apartment is an extension of Poailani and the only housing the program has direct access to for dual-diagnoses clients where one of the diagnosis is mental health related.</p>	

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated m procurement authority and completion of mandatory training required).

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name w	Division/Program w	Phone w Number w	email address w
Jean Oshiro	ACSB	539-4510	Jean.T.Oshiro@courts.hawaii.gov
Janice Bennett	ACSB/Drug Court	441-8901	Janice.S.Bennett@courts.hawaii.gov

**All requirements/approvals and internal controls for this expenditure is the responsibility of the Division/Program. w I certify that the information provided above is, to the best of my knowledge, true and correct. w**

/s/ Lori Okita

04/02/2015

Department/Division/Program Head Signature m m m m m Date

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**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 M  
 1111 Alakea Street, 6<sup>th</sup> Floor M  
 Honolulu, Hawaii 96813-2807 M

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required m

\_\_\_\_\_  
 Chief Procurement Officer Signature

\_\_\_\_\_  
 Date