

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

TO: Chief Procurement Officer

FROM: Second Circuit / Administrative Services Division
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:

1. Describe the goods, services or construction: Your approval is respectfully requested for an exemption from Chapter 103D, HRS, and Chapter 3-120, HAR, to purchase and upgrade Courtrooms 4B, 4C and 4D Jefferson Audio Video systems for the Second Circuit at Hoapili Hale. The parts to manufacture the CT-Vi audio video processing units, which is an integral component that is responsible for all of the audio/video that is recorded, have been discontinued by JAVS manufacturing suppliers. The upgrade will be to the Centro CX Audio video processor.	
2. Vendor/Contractor/Service Provider: Jefferson Audio Video System	3. Amount of Request: \$62,664.19 (G15-008-J-2400)
4. Term of Contract From: To: upon contract execution	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 procurement of equipment upgrades from the original vendor to existing equipment and technology hardware can only be obtained from the current vendor to ensure continuity of the system, services and supplies.	
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: Pursuant to HAR Chapter 3-122-81, the exemption request will allow Jefferson Audio Video System to upgrade our end of life audio video recording system equipment to ensure that our circuit operates with one system and maintain compatible equipment for transcription purposes.	

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
Sandy Kozaki	Second Circuit / CCA Office	808-244-2929	sandy.s.kozaki@courts.hawaii.gov
Paul Petro	Second Circuit / Fiscal Branch	808-244-2999	paul.m.petro@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/ Sandy S. Kozaki

Department/Division/Program Head Signature

03/26/2015

Date

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
1111 Alakea Street, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date