

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

TO: Chief Procurement Officer

FROM: Second Circuit
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: Lifesize Team 220 - Extended Warranty for five (5) video conferencing systems.</p>	
<p>2. Vendor/Contractor/Service Provider: Conferencing Advisors, Inc. Hawaiian Telcom</p>	<p>3. Amount of Request: \$14,244.70 (G-15-008-J-2400)</p>
<p>4. Term of Contract From: 06/26/2015 To: 06/26/2018 3-year extended warranty</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: Conferencing Advisors, Inc. is the only sales and service company for Lifesize Team 220 video conferencing unit. No other company services this equipment.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: Second Circuit requested through ITSD Honolulu to provide request for quotations to extend the warranty on the Lifesize Team 220. The video conferencing units were purchased in 2014 and came with a 1-year warranty which expires 06/26/2015. The equipment is only a year old but is an integral part of courtroom's daily operations. The extended warranty ensures that the system can be maintained if required.</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
Sandy Kozaki	Second Circuit / CCA Office	244-2929	sandy.s.kozaki@courts.hawaii.gov
Paul Petro	Second Circuit / Fiscal Branch	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 Kozaki

Department/Division/Program Head Signature

04/13/2015

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