

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

TO: Chief Procurement Officer

FROM: Office of the Chief Court Administrator, 1CC
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: RQ #K4615. The services being procured is for a court staff workload and workflow assessment study. This procurement and purchase is necessary to determine whether the First Judicial Circuit is properly staffed and to improve workflow processes. These studies are necessary to provide a solid basis for effective operations of the court and requesting appropriate funding. The workload study enables the court to determine the appropriate staffing while the workflow study makes certain that operations are as efficient as possible; filling in the gaps that have been created with the implementation of recent changes in the court's automated case management system.</p>	
<p>2. Vendor/Contractor/Service Provider: National Center for State Courts</p>	<p>3. Amount of Request: \$99,450.00</p>
<p>4. Term of Contract From: 07/01/2015 To: 06/30/2016 Contract term is estimated to be completed over a 12 month period</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: The NCSC is highly qualified to conduct this assessment given its considerable experience in evaluation research, operational reviews, organizational and administrative assessments, process analyses, and technical assistance, including specifically, judicial workload assessments. The NCSC has completed similar for statewide and single jurisdictions in Arizona, Montana, Nevada, and Pennsylvania, to name a few. The NCSC also completed security assessments in 2010 for three court facilities in the First Judicial Circuit as well as provided the Hawaii Judiciary with important findings and recommendations for security enhancements. In 2012, the NCSC also conducted court security and emergency preparedness team training for the circuit and district courts. In light of their qualifications and proven record of more than satisfactory provision of services for the Hawaii Judiciary, it is not practicable or advantageous to procure by competitive means.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: The NCSC was the only vendor considered and selected for this project based on the explanation pursuant to question #6. The organization is the natural selection based on their expertise in this very specialized area, and their previous experience in conducting similar studies for other jurisdictions.</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
Mark Santoki	Ofc of the Chief Court Adm, 1CC	539-4052	mark.m.santoki@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/ Mark Santoki

Department/Division/Program Head Signature

06/02/2015

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 06/03/2015

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