

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

TO: Chief Procurement Officer

FROM: Adult Client Services Branch, 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:</p> <p>Requisition # Y4161. The services being procured is for a Juvenile and Adult Probation Officer Workload and Caseload Study. This procurement and purchase is necessary to capture workload and caseload data for both juveniles and adults. This is critical to the future planning to increase resources and a necessary step to ensure that current staff are continually not overly taxed nor burdened needlessly. A major challenge and problem confronted by all adult and juvenile probation officers, supervisors and administrators are the high workloads and caseloads which prevent staff from applying core endorsed evidence based practices and strategies with fidelity and quality assurance toward the reduction of recidivism.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Janet T. Davidson, Ph.D Associate Professor of Criminology and Criminal Justice Chaminade University</p>	<p>3. Amount of Request:</p> <p>\$14,820.00</p>
<p>4. Term of Contract From: 06/01/2015 To: 10/31/2015 Contract term is estimated to be completed over a 5 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:</p> <p>Dr. Janet Davidson played a key role in compiling data necessary to a previous workload study conducted in 2006 and was intimately involved with the data analysis as well as assisted then lead researcher, William Woodward from the University of Colorado on the completion of the study. It is not practical nor advantageous to procure this service by competitive means as Mr. Woodward's cost for services to conduct the current study will increase substantially. Dr. Davidson understands the nuances of our staffing population and has established herself as a respectful resource for all the stakeholders who will be involved with this project. Dr. Davidson has also served in departmental committees as a consultant to the various state criminal justice agencies and consequently has established trustworthy relationships with respective staff and stakeholders from within. Additionally, any competitive procurement would mean further delays for a project which should have commenced sooner.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>Dr. Davidson was the only vendor considered and selected for this project based on the explanation pursuant to question # 6. She is the natural selection based on her expertise in this very specialized area, her established relationships with the players and stakeholders involved, her past experience in conducting a similar study, and finally her personal and professional integrity and trustworthiness.</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
Nathan Foo	Adult Client Services Branch	539-4527	nathan.d.foo@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.

Sidney Nakamoto /s/

Department/Division/Program Head Signature

05/04/2015

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