

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

TO: Chief Procurement Officer

FROM: First Circuit Family Court/James Lutte, Coordinator
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: Emergency housing for clients and children involved in the First Circuit Family Drug Court (FDC).</p>	
<p>2. Vendor/Contractor/Service Provider: See Attachment 1 for List of Contractors</p>	<p>3. Amount of Request: Estimate \$4,000 (four thousand) for each contractor</p>
<p>4. Term of Contract From: 07/01/2013 To: 06/30/2014</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: FDC is requesting exemption of our emergency housing contracts from the procurement provisions outlined in HRS 103D. It is neither practical nor advantageous for the Judiciary to solicit other quotations for this particular service because these types of homes are very limited in numbers throughout the island of Oahu and for the most part, are operated by individuals involved in the recovery community who offer a section of their home to parents in recovery usually for a period of 1 - 2 months to enable those parents to secure longterm housing. There are a few established treatment agencies such as Salvation Army, Ho'omau Ke Ola, etc. that have a few clean and sober homes. Its important to note, that the individuals who provide emergency housing do so because of their personal experiences in dealing with the substance abuse population and their passion to help them as oppose to the general population who are likely to be resistant and fearful of taking in parents who are actively in recovery. Additionally, most citizens would prefer to not be subjected to professionals visiting their clients at their homes as it would infringe of their privacy. To require the limited pool of providers to the full procurement process would diminish the availability of this valuable resource especially since each contract would not exceed \$4,000 and often times falls below that amount.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: The process for selecting the contractors is basically through word of mouth and recommendations from the clean and sober community including substance abuse treatment agencies. All prospective emergency homes undergo a screening process conducted by the FDC coordinator. The screening process consists of a interview with the manager to make sure he/she is willing to work collaboratively with members of the FDC team and follow basic contract requirements such as HCE, and an inspection of the premises to ensure that the living quarters are safe, clean and have essential appliances/amenities (laundry equipment, basic kitchen and bath, etc.) for FDC families.</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	
Paul Murato	FC Fiscal	954-8080	Paul.M.Murato@courts.hawaii.gov
James Lutte	Family Drug Court	534-6601	James.J.Lutte@courts.hawaii.gov
Janice Yamada	Deputy Chief Court Administrator	954-8220	Janice.G.Yamada@courst.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/ Christine Miwa-Mendoza for Janice Yamada

Department/Division/Program Head Signature

06/17/2013

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 06/18/2013

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:

Notice posted

06/18/13 - Exemption Notice posted on internet.

06/26/13 - No objections filed against Exemption.



Approved



Disapproved



No Action Required

/s/ Rodney A. Maile

Chief Procurement Officer Signature

06/26/2013

Date