

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

TO: Chief Procurement Officer

FROM: Financial Services Department
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>Consultant will provide services to assist the Judiciary fiscal officers in analyzing problems that are occurring in the Judiciary Information Management System (JIMS) JIMS Traffic crystal reports. At the present, the reports fail to produce accurate subsidiary account detail information due to missing or lost transaction or unreconcilable trial balances. The Consultant shall conduct an analysis to identify the root cause of this problem and analyze these reports Account Recon Refunds V1, Inter Circuit Transactions, Bond Revenue V1, Cumulative GL Totals for Period and Bon Trial Balance. To endure that financial statements are filed with accurate information.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Ohanasoft, LLC P.O. Box 893911 Mililani, HI 96789</p>	<p>3. Amount of Request:</p> <p>Estimated 250-300 hrs to analyze/fix reports; Not to exceed \$42,000.00 @ \$140.00 per hr</p>
<p>4. Term of Contract From: June 15, 2014 To: December 31, 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:</p> <p>The Consultant would review/analyze the above crystal reports to determine the cause of missing or lost transactions and un-reconcilable trial balances. These reports aid in the reconciliation of the subsidiary accounts to the general ledger accounts. Each subsidiary account must reconcile to the general ledger account to maintain the integrity of the financial statements which is an audit control requirement. Analyzing and permanently fixing these reports will not only streamline the account reconciliation process but will help prevent unfavorable audit reports. Since the JIMS portion has become a "custom" software, the Judiciary needs a more in-depth knowledge of data flow from the front end application to the general ledger, etc. Therefore, soliciting any other consultant but Ohanasoft, LLC to review/analyze the root cause would be impracticable and not advantageous to the best interest of the Judiciary.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>The Consultant installed the current Oracle general ledger and has extensive knowledge and understand the Judiciary's accounting system, in-depth technical expertise, and is aware of the main issues the Judiciary is facing presently with the mentioned reports. To solicit any other contractor at this time to learn the intricacies of the JIMS and the GL systems and then to analyze the situation could further hinder in providing accurate financial statement reports to the Judiciary.</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
Janell Kim	Financial Services Director	808-538-5805	janell.m.kim@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/ Janell Kim

Department/Division/Program Head Signature

05/19/2014

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