

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

TO: Chief Procurement Officer

FROM: First Circuit/Office of the Deputy Chief Court Administrator
Name of Requesting Division/Program

Pursuant to HRS § 103F -101 (a)(4) and HAR Chapter 3-141, The Judiciary requests a procurement exemption for the following:

<p>1. Title and description of health and human service(s): Mental health assessment services for Family Court youth who are not otherwise eligible for mental health services from any other state agency or private insurance plan. May also include MHAs for adult parents active with the Court under HRS 587.</p>	
<p>2. Provider Name and Address: Dr.Barbara Higa Rogers 1188 Bishop Street, Suite 1607 Honolulu, Hawaii 96813</p>	<p>3. Amount of Request: \$20,000</p>
<p>4. Term of Contract From: 07/01/2016 To: 06/30/2017</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): JAE15-03, JAE14-05, JE14-16</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: Dr. Higa Rogers plays an essential role in providing the Family Court with Mental Health Assessments for court-ordered youth. Assessments are conducted in a very timely, thorough and comprehensive manner. Reports address many areas of concern, including physical, social and emotional development; history of trauma, academics, substance abuse, domestic violence, suicidal history and physical and/or sexual abuse. Services are urgently needed on an ongoing basis, and competitive procurement would hinder the seamless continuum of services that Dr. Higa Rogers provides, as well as training other professionals to achieve the same level of care and competency that Dr. Higa Rogers possesses.</p>	
<p>7. Describe the reason for the selection of the provider including a description of how the procedure, as much as practicable, ensured maximum fair and open competition: Dr. Higa Rogers has been providing services to Family Court youth since 2008 and any disruptions to this service would be detrimental. She is very familiar with our Family Court clientele and is very accessible to our youth. Dr. Higa Rogers has delivered services satisfactorily in accordance with contract terms.</p>	

8. Describe the Judiciary's internal controls and approval requirements for the exempted procurement:

Upon contract execution, an orientation will be conducted with the provider by the program specialist assigned to the contract. Provider obligations, including scope of services, compensation, working agreement terms, reporting and invoicing requirements will be reviewed. Contract terms shall be monitored on an annual basis to evaluate service delivery and compliance with all terms of the agreement. Any report of contract non-compliance will be investigated and addressed by the program specialist. In addition, any subsequent contract extensions will be subject to the Judiciary's internal approval process.

9. 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
Anona Gabriel	First Circuit/DCCA/JCSB	954-8275	anona.l.gabriel@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/ Cheryl Marlow

Department/Division/Program Head Signature

03/17/2016

Date

NOTICE

Date Notice Posted: _____

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 9 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: **Chief Procurement Officer - The Judiciary; Financial Services Department; Contracts & Purchasing Office; 1111 Alakea Street, 6th Floor; Honolulu, Hawaii 96813-2807.**

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date