

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

TO: Chief Procurement Officer

FROM: Human Resources  
*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>The Employee Assistance Program (EAP) provides resources to assist employees in obtaining needed support and relief when dealing with overwhelming personal problems. The EAP offers short term counseling and referral services to employees. The EAP may also offer individual and group service related to disaster and critical incidents, as well as services to management to mitigate crisis situations.</p>  |  |
| <p>2. Vendor/Contractor/Service Provider:</p> <p>Child &amp; Family Service/CFS Worklife Hawaii<br/>1001 Bishop Street, Ste 760<br/>Honolulu, HI 96813</p>  | <p>3. Amount of Request:</p> <p>\$4,960.00</p>                       |
| <p>4. Term of Contract From: To:</p> <p>July 1, 2015 to June 30, 2016</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>WorkLife Hawaii has unique expertise and history in providing services to the public sector through Executive Branches' REACH Program of which the Judiciary participated from 2005-2009. WorkLife Hawaii has counselors on all major islands, thus can provide in-person counseling as needed. The contract also includes the availability of disaster and critical incident management CISM and management consultation and on-site meetings for CISM.</p> <p>Changing providers at this time for this kind of program would be counterproductive because of the unique expertise and history that WorkLife Hawaii has been providing the Judiciary over many years. The current Judiciary program is very similar to the Executive Branches' REACH counseling program which is to provide short-term professional services to employees who may be experiencing personal problems.</p>  |  |
| <p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>The Judiciary participated in the State's REACH program from 2005-2009. Because of insufficient funding, the program stopped. The State started up the REACH program again in February 2012 but the Judiciary was not allowed to participate. In November 2012, Leighton Oshiro and Wade Hiraishi completed research to see if there was any kind of program for Judiciary employees. We contacted the Department of Health and there were no programs. We then started developing a plan for a Employee Assistance Program for the Judiciary. We reviewed what was done in the past (policies and procedures, etc). We then contacted WorkLife Hawaii to determine if they could administer the Judiciary's plan. We contracted with WorkLife Hawaii on February 13, 2013. WorkLife Hawaii has unique expertise and history in providing services to the public sector through the REACH program. WorkLife Hawaii has counselors available on all major islands, thus can provide in-person counseling as needed. While phone counseling is available with other providers, it is not recommended because of the obvious limitations and liability issues. WorkLife is also part of Hawaii's oldest /largest nonprofit human service organization and has been in business for 25 years.</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                   |
|----------------|------------------|--------------|---------------------------------|
| Wade Hiraishi* | Human Resources  | 539-4963     | Wade.Hiraishi@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/ Dee Wakabayahi

Department/Division/Program Head Signature

09/04/2015

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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

\_\_\_\_\_  
Chief Procurement Officer Signature

\_\_\_\_\_  
Date