

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

TO: Chief Procurement Officer

FROM: 2nd Circuit, Client Services Division/Special Services Branch
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>Provide Legal counsel services for indigent parents and young adults participating in the Voluntary Foster Care program under HRS Chapter 346, Part XIX (Young Adult Voluntary Foster Care Program), Guardian Ad Litem (GAL) services for parties in HRS Chapter 587A, and GAL services for children in HRS Chapter 571 proceedings.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Kirstin Hamman, Esq. Cody Minatodani, Esq.</p>	<p>3. Amount of Request:</p> <p>\$2500 per case for initial 12 months of service. \$2000 for cases in the 13th - 24th months of services \$1200 per case in the 25th - 36th months of services (Quarterly billing for 13th - 36th month cases)</p>
<p>4. Term of Contract From: 07/01/2016 To: 06/30/2017</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</p> <p>n/a</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>Procurement has been completed by competitive means. A Request for Proposal (RFP) No. J16002 was issued in December 2014, for GAL and Legal Counsel (LC) services for the Family Court, Second Circuit during the period 07/01/2015 - 06/30/2017, with the ability to extend from 07/01/2017 - 06/30/2019. In response to this RFP, contracts were to be awarded to five attorneys and one licensed social worker. However, only four contracts were executed to provide the services mandated under the Hawaii Revised Statutes (HRS) Chapter 587A. Of the four contractors, only three are willing to cover the islands of Lanai and Molokai. No other inquiries or proposals were submitted in response to RFP J16002. Also, the Court Appointed Special Advocate training, an RFP requirement, which needs to be completed in order to provide contracted GAL/LC services, begins in May 2016. As such, possible contractors for GAL/LC services will not be able to provide services for approximately six to twelve months after that period. Therefore, it is not practicable or advantageous to procure for this service by competitive means. It is felt that we need to procure additional contracted GAL/LC services as soon as possible to ensure quality mandated services are provided to parents and children in need of protection as the current contractors are overwhelmed with the number of cases they are being assigned. The contractors either meet the minimum qualifications as required by RFP J16002, are currently providing legal counsel services, and have agreed to provide services under a contract.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>Contractors either meet the minimum qualifications as required by RFP J16002 or have been providing legal counsel services, and are willing to contract to provide GAL and LC services for the Second Circuit until such time as an RFP is issued. Additionally, contractors who have been providing services for HRS 587A without a contract are willing to continue to do so, however, would like the support and a more consistent form of compensation that they would receive with a contract.</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	
Kim Cuadro*	Client Services/SSB	244-2779	kim.cuadro@courts.hawaii.gov
Sandy Kozaki	Second Circuit / CCA	244-2929	sandy.s.kozaki@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/ Sandy S. Kozaki
Department/Division/Program Head Signature

05/16/2016
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