

THE JUDICIARY, STATE OF HAWAII
NOTICE OF AMENDMENT TO EXEMPTION
FROM HRS CHAPTER 103D

TO: Chief Procurement Officer

FROM: Human Resources Department
Name of Requesting Division/Program

Pursuant to HRS § 103D -102 (b)(4) and HAR Chapter 3-120, The Judiciary requests to amend an exemption for the following:

1. Describe the goods, services or construction:

To provide sick call examination services to the Judiciary, State of Hawaii. Services shall consist of medical examinations for an employee whom misses work due to illness and/or injury. Examinations are to determine whether the employee is able to perform usual work duties which will help reduce unauthorized absenteeism.

2. Vendor/Contractor/Service Provider:

Urgent Care Hawaii
1245 Kuala Street, Suite 103
Pearl City, HI 96782

3. Amount of Request:

\$10,000

4. Term of Contract From: 08/01/2016 To: 07/31/2017

5. Prior Judiciary Procurement Exemption No.
(if applicable):

JE17-08

6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:

It is not practicable or not advantageous to procure by competitive means because after the purchase of three (3) of The Medical Corner's clinics, Urgent Care Hawaii is the only vendor which offers more accessible locations throughout different regions of Oahu. Urgent Care Hawaii purchased three (3) locations from The Medical Corner and now has four (4) locations on Oahu, located in Pearl City, Kailua, Kapolei and Waikiki. Urgent Care Hawaii is the only vendor with multiple locations throughout Oahu and provides clinic hours on weekends, allowing services seven (7) days a week, to include a clinic in close proximity to the Detention Facility in Kapolei, which would greatly benefit due to the high utilization rate.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Urgent Care Hawaii was chosen based on a couple factors which benefit the Judiciary: 1) Urgent Care Hawaii facilities (location of clinics and offices) are located in different regions of Oahu which provides more accessibility to our employees, and 2) Urgent Care Hawaii offers extended hours of operations which are necessary to the purpose and nature of the current program. Urgent Care Hawaii was the more suitable vendor to insure the Judiciary meets the program requirements.

As an employer required program, the Judiciary must incur the cost for medical examinations; therefore, sending employees to the emergency room would greatly increase the cost to the Judiciary. Hence, the Judiciary would significantly benefit from Urgent Care Hawaii facilities and expertise.

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
Byron Sasaki	Human Resources	539-4812	Byron.N.Sasaki@Courts.Hawaii.Gov
Cheryl Marlow	First Circuit	954-8220	Cheryl.R.Marlow@Courts.Hawaii.Gov
Lori Okita	First Circuit	539-4400	Lori.M.Okita@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/ Lori Okita

Department/Division/Program Head Signature

07/06/2016

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 AMENDMENT TO 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