

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

TO: Chief Procurement Officer

FROM: Family Court/ Hawaii Zero to Three/Family Drug Court

*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:*

**1. Title and description of health and human service(s):**

Parent Coaching is used to enhance family time between biological parents and children to help to either establish or continue attachment. The goals are to: 1. Promote optimal child and protective factor development. 2. Improve family coping skills 3. Promote positive parenting and family interaction. 4. Prevent child abuse and neglect and promote feeling of safety for child.

**2. Provider Name and Address:**

Family Programs Hawaii - Keith Kuboyama  
250 Vineyard Street  
Honolulu, Hawaii 96813

**3. Amount of Request:**

Not to exceed \$36,720.00

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

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

JE16-21

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

Family Programs Hawaii (FPH) is a unique service that teach, demonstrate, and coach parents of how to relate to their infants and toddlers. Unlike other parenting programs that are educational, cultural, or teach hands-on parenting skills, FPH models appropriate parenting behaviors and methods for attunement. FPH teaches protective factors to parents to reduce risk factors for families. The families are given opportunities to practice these skills at FPH's site in Maali and Honolulu. FPH's visitation sites will cater to Child Welfare Service (CWS) families that reside on Oahu. The location of the visitation sites makes the service easily accessible for a high percentage of CWS cases in this area. Elements of Theraplay and Circle of Security are coaching models that FPH uses and there are no other programs that offer these services throughout Oahu. It is not practicable and not advantageous for Hawaii Zero to Three/Family Drug Court to procure the service by competitive means since no other program coaches parents using the strategies from the models above, counsels the caregivers, counsels the biological parents to lower anxiety levels about parenting, ensures attachment between biological parents and infants/toddlers upon their family reunification, and has visitation sites on west Oahu and Honolulu. Transportation and parent coaching services are offered 7 days a week at all hours to the families. The Judiciary currently contracts with FPH, Contract No. J16284, for these services. A change in Providers would be detrimental to the clients.

**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:**

Family Programs Hawaii (FPH) is a unique service that teach, demonstrate, and coach parents of how to best care for their infants and toddlers. Unlike other parenting programs that are educational, cultural, or teach hands-on parenting skills, FPH models appropriate parenting behaviors and methods for attunement. FPH teaches protective factors to parents to reduce risk factors for families. The families are given opportunities to practice these skills at FPH's visitation located in Maali. FPH's visitation center will cater to Child Welfare Service (CWS) families that are from west Oahu. The location of the visitation center makes the service easily accessible for a high percentage of CWS cases in this area. Elements of Theraplay and Circle of Security are coaching models that FPH uses and there are no other programs that offer these services in west Oahu. It is not practicable and not advantageous for Hawaii Zero to Three/Family Drug Court to procure the service by competitive means since no other program coaches parents using the strategies from the models above, counsels the caregivers, counsels the biological parents to lower anxiety levels about parenting, ensures attachment between biological parents and infants/toddlers upon their family reunification, and has a visitation center on west Oahu.

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 Hawaii Zero to Three/Family Drug Court program coordinator 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 to all terms of this agreement. Any reports of contract non-compliance will be investigated and addressed by the Program Manager. 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
Christine Miwa Mendoza	Social Services Manager	954-8220	Christine.Y.Miwa-Mendoza@courts.hawaii.g
Tracy Chan	Fiscal Offier	954-8268	Tracy.S.Chan@courts.hawaii.gov
Roland Lee	Program Manager,	808-534-6604	roland.l.lee@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/ Christine Miwa Mendoza

*Department/Division/Program Head Signature*

06/21/2016

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

**For Chief Procurement Officer Use Only**

Chief Procurement Officer (CPO) Comments:

☐

Approved

☐

Disapproved

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No Action Required

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*Chief Procurement Officer Signature*

*Date*