

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

TO: Chief Procurement Officer

FROM: \_Intergovernmental & Community Relations (ICRD)  
*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:*

1. Describe the goods, services or construction:

Complete ongoing projects for the Judiciary's Communications and Community Relations office, including videos, public service announcements, and the WordPress Project Phase 2 - redesign of the Judiciary's website. Assist the Judiciary with implementing strategies to improve communications and outreach to the public, media, government entities, and other stakeholders. Assist the incoming Special Assistant for Judiciary Communications as needed.

2. Vendor/Contractor/Service Provider:

Tammy Mori Brownfield

3. Amount of Request:

\$19,000, inclusive of taxes

4. Term of Contract From: 02/01/2017 To: 08/31/2017

February to August 2017

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

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

It is not practical or advantageous to procure the services by competitive means because Contractor is the former Special Assistant for Judiciary Communications who initiated the projects that must be completed. Some of the projects are time-sensitive and requires a person with prior knowledge and experience in critical aspects of the project. Contractor was instrumental in developing a number of the strategies for improving communications and outreach, and her efforts are needed to successfully implement those strategies.

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

Contractor held the position as the Special Assistant for Judiciary Communications. Contractor was selected because of her specialized knowledge of the Judiciary's functions and her understanding of the Judiciary's objectives in completing ongoing projects.

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
Susan Pang Gochros	ICRD	539-4990	Susan.P.Gochros@courts.hawaii.gov
Lynn Inafuku*	Staff Attorney	539-4990	Lynn.M.Inafuku@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/ Susan Pang Gochros

*Department/Division/Program Head Signature*

01/24/2017

*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*