

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

TO: Chief Procurement Officer

FROM: Judge Hilary B. Gangnes, District Court of the First Circuit
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:

<p>1. Describe the goods, services or construction:</p> <p>The National Center for State Courts (NCSC) consultancy will provide the following services: (1) provide a thorough review of existing forms and a summary report to assist with the identification of forms to be rewritten in plain language based on volume and criticality; (2) revise a sample number of forms using best-practice methodology; (3) produce a reference manual for Honolulu District Court’s staff and its Rules and Forms Committee to expand the adoption of plain-language forms in the long-term, and (4) conduct an in-person training on plain language writing and the use of plain language for all forms.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>National Center for State Courts</p>	<p>3. Amount of Request:</p> <p>\$55,000</p>
<p>4. Term of Contract From: To:</p> <p>Time of execution - 12 months.</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>It is not practicable or not advantageous to procure by competitive means because the plain language initiative is a relatively new concept for the courts. NCSC has the necessary technical and specialized skills to complete this project. The Judiciary is applying for a grant from the State Justice Institute (SJI). Due to the highly technical nature of this type of project, NCSC was recommended by SJI. It is unlikely that a grant would be awarded to the Judiciary without the participation of NCSC.</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 reached out the State Justice Institute (SJI) for guidance regarding a grant for converting the statewide District Court forms into plain language. Due to the highly technical nature of this type of project, NCSC was recommended to provide the District Court with their services. It is unlikely that a grant would be awarded to the Judiciary without the participation of NCSC.</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
Jessica N. Orr*	District Court of the First Circuit	538-5132	jessica.n.orr@courts.hawaii.gov
Hilary B. Gangnes	Judge - District Court	538-5228	hilary.b.gangnes@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/ Hilary B. Gangnes

Department/Division/Program Head Signature

01/24/2018

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 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