

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

TO: Chief Procurement Officer

FROM: 2nd Circuit, Client Svs Div., Special Services Branch
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:

<p>1. Title and description of health and human service(s): Juvenile sex offender specific assessment and treatment services to address and reduce their deviant, abusive behaviors (including any unresolved victimization trauma issues), and to improve community safety by preventing further victimization.</p>	
<p>2. Provider Name and Address: Love Counseling and Consulting, LLC 70 Central Ave. #6 Wailuku, HI 96793</p>	<p>3. Amount of Request: Not to exceed \$42,000.00</p>
<p>4. Term of Contract From: 04/01/2018 To: 06/30/2019</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: Procurement was done through Request For Proposal (RFP) no. J15-068. One (1) contract was awarded to MLN Counseling, LLC. contract J16-146 and no other proposals were submitted. On December 8, 2017, the provider notified Special Services Branch that he could no longer continue his contract after December 31, 2017 due to medical reasons. As such, there have been no services in place for the juvenile sex offender population since January 1, 2018. It is not practical or advantageous to procure for this service by competitive means because 1) no other proposals were submitted in response to RFP J15-068, 2) a new RFP will be released in October 2018, and 3) the provider has specialized knowledge in this field.</p>	
<p>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: The provider meets the minimum qualifications as required by RFP J15-068 and is willing to contract to provide juvenile sex offender treatment services for the Second Circuit until such time as an RFP is issued.</p>	

8. Describe the Judiciary's internal controls and approval requirements for the exempted procurement:

The exemption request is forwarded by the Program Specialist to the Deputy Chief Court Administrator and/or the Chief Court Administrator. The request is then forwarded to the Financial Services Division for review and posting.

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
Alysha Stephenson *	Client Services/SSB	244-2772	alysha.r.stephenson@courts.hawaii.gov
Kim Cuadro	Client Services/SSB	244-2779	kim.s.cuadro@courts.hawaii.gov
Sandy Kozak	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.

Department/Division/Program Head Signature

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, 6th Floor; Honolulu, Hawaii 96813-2807.**

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date