

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

TO: Chief Procurement Officer

FROM: Office of the Deputy Chief Court Administrator-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:

1. Describe the goods, services or construction: Coordinate activities and monitor the Court Improvement Program (CIP) Basic, Training, and Data Grant. Coordinated implementation of the CIP Plan. Prepare annual reports (i.e. Strategic Plan and Progress Report) for CIP. Research, compile and coordinate use of Compendium of services, review case files, and analyze data. In addition, service as the liaison to Department of Human Services OHS), Department of Health (DOH), and advisory committee. Demonstrate collaboration and experience with at least 13 years with working with the OHS, DOH, and Judiciary.	
2. Vendor/Contractor/Service Provider: Faye Kimura	3. Amount of Request: NTE \$55,000.00
4. Term of Contract From: 07/01/2018 To: 06/30/2019	5. Prior Judiciary Procurement Exemption No. (if applicable): JE18-21
6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: Judiciary has an existing contract with Faye Kimura which she has services in this capacity for the past twenty years and has expertise in this area. She is well aware of the Court Improvement Programs expectations as well as the OHS and the Federal grant. In light of this, it would not be feasible to contract with another contractor. Selecting another contractor will create an impracticable situation, as the contractor is not aware of the CIP expectations, OHS system and other Child Welfare service providers. Therefore, we are requesting an exemption from the provision of 103D.	
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: Ms. Kimura is well established and highly regarded with the Court Improvement Program (CIP) and Family Court statewide. Department of Human Services and other Child Welfare service providers in the community since 1996. Ms. Kimura is aware of the expectation of CIP reports. In addition, continuing with Ms. Kimura minimizes training a new contractor.	

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
Gordean Akiona	Dept. of the Chief Ct. Adm. Off.	954-8221	Gordean.L.Akiona@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/ Cheryl Marlow

Department/Division/Program Head Signature

4/13/2018

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