

**THE JUDICIARY, STATE OF HAWAII
NOTICE OF TO 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 to amend an exemption for the following:

<p>1. Describe the goods, services or construction: Consulting services for the Judiciary's public communication needs and for dealing with media inquiries.</p>	
<p>2. Vendor/Contractor/Service Provider: Tammy Mori Brownfield</p>	<p>3. Amount of Request: \$15,000.00</p>
<p>4. Term of Contract From: 11/09/2018 To: 05/31/2019 (Starting date is approximate.)</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): JE17-45</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: It is not practicable or not advantageous for the Program/Division to procure by competitive means because the Special Assistant for Judiciary Communications will on leave during the month of November. Normally, the Public Information Specialist fills in for the Special Assistant in her absence. Due to unforeseen circumstances, however, the Program Specialist is also on leave, without a specified return date. During the time that the Special Assistant for Judiciary Communications is on leave, the Judiciary needs the services of a provider who is capable of performing the tasks required of the position. As such, the provider must be familiar with all aspects of the Judiciary's operations and must be able to start work immediately. Due to the uncertain return date of the Public Information Specialist, the provider must also be available to provide services to the Special Assistant when she returns from leave.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: Consideration was given to professionals who are familiar with Judiciary operations. Due to the unexpected need for the services, consideration also was given to persons who are immediately available to provide the services, and who can continue providing services when called upon. As the former Special Assistant for Judiciary Communications, Ms. Mori is extremely knowledgeable about the Judiciary and she is available to provide the services as soon as needed. She is also available to assist the current Special Assistant during the staff shortage.</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
Susan Pang Gochros	ICRD	539-4990	Susan.P.Gochros@courts.hawaii.gov
Lynn Inafuku*	Administrative 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/ Lynn Inafuku for Susan Pang Gochros

Department/Division/Program Head Signature

10/22/2018

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