

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

TO: Chief Procurement Officer

FROM: Second Circuit/Administrative Services Division  
*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:*

<p>1. Describe the goods, services or construction: Contractor will provide transcription services for the Circuit and District Courts of the Second Circuit.</p>	
<p>2. Vendor/Contractor/Service Provider: Beth Kelly</p>	<p>3. Amount of Request: NTE \$6,000</p>
<p>4. Term of Contract From: 03/20/2019 To: 06/30/2019</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): N/A</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 contractor has been the only contractor providing transcription services to the Circuit and District Courts of the Second Circuit. Transcription services are needed as the Circuit works on the specification to conduct a professional services procurement pursuant to 103D-304, HRS. Request For Qualifications (RFQ) shall be submitted and valid for one (1) year upon. The qualified list of contractors shall provide the Circuit with multiple contractors in which will be able to provide services when needed.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: Historically, Beth Kelly has been the only contractor providing services to the Circuit and District Courts of the Second Circuit. As a past employee, the contractor is familiar with existing Judiciary systems and requirements. Therefore, her skills and services are unique in a manner to insure the Judiciary needs are met on a timely basis and on a superior level.</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
Paul Petro	Fiscal Branch	808-244-2999	paul.m.petro@courts.hawaii.gov
Sandy Kozaki	Second Circuit Court	808-244-2929	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.**

/s/ Sandy S. Kozaki

Department/Division/Program Head Signature

03/12/2019

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