

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

TO: Chief Procurement Officer

FRO : Juvenile Client & Family Services/Kauai Girls Court
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):</p> <p>Girls Court Therapist: To provide individual and family therapy to female juvenile offenders and their families; provide girls group and parent group sessions; available to Girls Court participants during crisis situations and provide consultation to Girls Court staff during weekly case reviews and on an as needed basis; participate in staffing, court hearings, Girls Court activities; participate as part of Girls Court treatment team meetings that may be scheduled with various agencies and contracted service providers.</p>	
<p>2. Provider Name and Address:</p> <p>Child & Family Service 2970 Kele Street, Suite 203, Lihue HI 96766</p>	<p>3. Amount of Request:</p> <p>\$54,000.00</p>
<p>4. Term of Contract From: To:</p> <p>July 1, 2019- June 30, 2020</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>Due to difficulty in confirming a funding source for the upcoming fiscal year, a Request for Proposal could not be completed. As the next Girls Court cohort is set to begin in July, 2019, therapeutic services need to be secured prior to the start date as therapy is the backbone of the Girls Court program. Child and Family Service is the current Provider. We are requesting an exemption for a one (1) year duration because changing Providers during services may be detrimental to the clients who are receiving therapeutic services. An RFP will be issued to secure Girls Court starting July 1, 2020, if funds are available.</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:</p> <p>Child and Family Service has been providing therapeutic services for the Kauai Girls Court Program since July, 2015. Child and Family Service is experienced with and well versed with the Kauai Girls Court therapy, activities, staff and process.</p>	

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

The exempt procurement is approved by the Program Supervisor, Deputy Chief Court Administrator, and Chief Court Administrator prior to the posting the exempt notice. The Judiciary's Administrative Director provides the final approval after the required seven (7) day notice posting. As approved exemption notice is required before entering into an exempt contract with the Provider.

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
Alexandra M. Thompson	Fifth Circuit/JCF SB	482-2316	alexandra.m.thompson@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 know edge, true and correct.

/s/ David Lam

5/15/2019

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