

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

TO: Chief Procurement Officer

FROM: Administrative Staff Attorney
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:</p> <p>General civil legal services without charge to indigent residents of the State of Hawaii, including but not limited to housing, applying for and/or maintaining government benefits, family/domestic issues, and consumer issues.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Volunteer Legal Services Hawaii 545 Queen St., Suite 100 Honolulu, Hawaii 96813</p>	<p>3. Amount of Request:</p> <p>\$50,000.00</p>
<p>4. Term of Contract From: 07/01/2019 To: 06/30/2020</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>The Judiciary procured by competitive means through Request for Proposal (RFP) J19065 for general civil legal services without charge to indigent residents of the State of Hawaii. Two (2) Providers were awarded contracts, one being the Volunteer Legal Services Hawaii. The legislature appropriated additional funding for this service. Unfortunately, we are unable to include the additional funds into our current contract under the RFP solicitation. Therefore, it is not practicable or not advantageous to procure by competitive means because the Judiciary has a contract with Volunteer Legal Services Hawaii who is currently providing this service. The additional funding appropriated by the legislature will be allocated to Volunteer Legal Services Hawaii to provide additional civil legal services. The other provider did not request additional funding.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>The Judiciary has an existing contract with Volunteer Legal Services Hawaii for General civil legal services without charge to indigent residents of the State of Hawaii, including but not limited to housing, applying for and/or maintaining government benefits, family/domestic issues, and consumer issues.</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
Lynn Inafuku	Administrative Staff Attorney	808.539.4990	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/ Susan Gochros

Department/Division/Program Head Signature

05/20/19

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