

**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 S Brownfield dba TMB Consulting Corp</p>	<p>3. Amount of Request: \$15,000.00</p>
<p>4. Term of Contract From: To: 06/01/2019 to 05/31/2020</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): JE19-16 / JAE19-01</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: This request is to extend the contract with TMB Consulting Corp. as an exemption from Hawaii Revised Statutes chapter 103D. Tammy Mori Brownfield is the former Special Assistant for Judiciary Communications and is therefore very knowledgeable about Judiciary communications needs. In addition, she has special expertise in video/electronic communications, which is an area of increasing need to advance Judiciary communications. Currently, the Communications &amp; Community Relations (CCR) staff of three is at capacity with day-to-day operations. Only the director's position is exempt, leaving very little flexibility to accommodate additional workload. Also, one of the two staff members is currently on Family Medical Leave and at times not available to work, with little advance notice.  TMB Consulting can provide immediate assistance and augment services and production by the CCR Department.  The term of this Agreement (attached) shall commence upon execution of the Agreement by both parties and end on May 31, 2020. This is a labor hour contract. TMB Consulting Corp. shall be paid at the rate of \$65 per hour. The total amount of compensation to be paid to TMB Consulting Corp. shall not exceed \$15,000 inclusive of taxes. TMB Consulting will submit a written invoice for each month in which services are provided.  Procured as an exemption per HAR 3-120-4.</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
Jan Kagehiro	Director, CCR	539-4914	Jan.M.Kagehiro@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*

06/10/2019

\_\_\_\_\_  
*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 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*