

**THE JUDICIARY, STATE OF HAWAII  
NOTICE OF REQUEST TO AMEND AN EXEMPTION  
FROM HRS CHAPTER 103D CONTRACT**

TO: Chief Procurement Officer

FROM: Office of the Deputy Chief Court Administrator-First Circuit

\_\_\_\_\_  
*(Name of Requesting Division/Program)*

*Pursuant to HRS § 103D -102 (b)(4) and HAR Chapter 3-120, The Judiciary requests to amend an exempt contract as follows:*

1. CP-3, Exemption Reference (JE) number:

JE19-41

2. Vendor/Contractor/Service Provider Name:

National Council of Juvenile and Family Court Judges

3. Describe the goods and/or services:

The National Council of Juvenile and Family Court Judges (NCJFCJ) was contracted on July 1, 2012 to conduct a statewide hearing quality assessment to assist the Hawaii State Judiciary in developing performance measures aimed at meeting the requirements of the Court Improvement Program (CIP). NCJFCJ has completed an assessments; implementation; surveys; and trainings to the Enhanced Resource Guidelines. Presently, NCJFCJ will continue to provide on going Technical Assistance, Training, Hearing Quality Assessment and Facilitate a work group meeting.

4. Explain in detail what is being amended:

The contract is being amended by the following: Agreement for Services Contract for Goods and Services( Exempt) instead of an Agreement for Services. The Scope of Services continues to have Ongoing Technical Assistance, Child Abuse and Neglect Institute (CANI) training, NCJFCJ Membership, and Final Report. The Scope of Services now include Hearing Quality Training and Assessment; Facilitation of Child and Family Services Review (CFSR) Program Improvement Plan Workgroup. Lastly, the Time of Performance will commence on October 1, 2019 to September 30, 2020.

5. Amended contract price for this request:

The compensation has not changed. The amount continues to be \$65,000.00

6. Explain in detail why the amendment(s) are necessary:

Judiciary has an existing contract with National Council of Juvenile and Family Court Judges (NCJFCJ) which was negotiated to conduct a statewide assessment (i.e. Baseline Assessment, Recommendation Implementation and Improvement Assessment). NCJFCJ has a continuum of services to offer to Family Court. In addition NCJFCJ is well aware of CIP expectations and have collaborated with other stakeholders. Continuing with NCJFCJ minimizes training of a new contractor with the Court system and Court Improvement Program (CIP) expectations.

7. 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
Gordean Akiona	Dept. of the Chief Court Admin. Off	954-8221	Gordean.L.Akiona@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/ Cheryl Marlow

9/18/2018

\_\_\_\_\_  
*Department/Division/Program Head Signature*

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