

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

TO: Chief Procurement Officer

FROM: ICRD/Children's Justice Centers of Hawaii  
*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:</p> <p>Word Systems, Inc., iRecord, purchase of one (1) portable recording equipment systems for the Children's Justice Center of Maui.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Word Systems, Inc (iRecord) 9045 River Road, Suite 125 Indianapolis, IN 46240</p>	<p>3. Amount of Request:</p> <p>\$4,723.00</p>
<p>4. Term of Contract From: 05/01/2020 To: 06/30/2021</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</p> <p>JE18-39</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>It is not practicable or not advantageous for the Program/Division to procure by competitive means because the original digital interview recording management systems, including both hardware and software were installed in all nine (9) CJC locations statewide and 2 (two) portable systems for East Hawaii and Lanai by the current vendor, Word Systems, Inc. (iRecord).</p> <p>The one (1) portable recording equipment system will need to be compatible with the existing nine (9) digital interview recording equipment systems and the 2 (two) portable systems that are currently in use. It is vital that all digital interview recording management systems are consistent, especially if it needs to be defended in court should the case go to civil or criminal trial. Also for troubleshooting and ease of use, the current staff and investigators are quite proficient in using the existing system. Any problems can have major negative impact on cases, adding more trauma to victims and compromising access to justice for parties.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>Word Systems, Inc. (iRecord) would be the only suitable vendor with the proper training and expertise able to service and maintain both the hardware and software of the system and will insure the system works properly. It is vital to maintain the high level of service and quality of both the hardware and software, as such Word Systems, Inc. (iRecord) will be able to provide such quality due to the knowledge of the system and understanding of how critical the systems are to CJC Hawaii's purpose.</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
Jasmine Mau-Mukai	ICRD/CJCs of Hawaii	534-6700	jasmine.m.mau-mukai@courts.hawaii.
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**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 P. Gochros

Department/Division/Program Head Signature

04/15/2020

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