

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

TO: Chief Procurement Officer  
FROM: Financial Services Department  
\_\_\_\_\_  
(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:  
JE21-02

2. Vendor/Contractor/Service Provider Name:  
Ohanasoft, LLC

3. Describe the goods and/or services:  
Quality Assurance (QA) consultant providing services through JUD Contract No. J12221 to advocate for the Judiciary fiscal officers and staff in their dealings with the JIMS vendor as it relates to the accounting project (including General Ledger) and to ensure accuracy of the information produced by the system. With the JIMS vendor (Capgemini), its QA consultant has provided some measure of the continuity during the transition and exchange of accounting system information. Consultant shall also provide services to develop a scope of work entailing a new Financial System for the Judiciary which will be solicited through a Request for Proposal in the future.

4. Explain in detail what is being amended:  
Due to insufficient funding, the Judiciary will not pursue consulting services relating to a new financial management system. Therefore, the contract amount is being reduced by \$124,800.00.

5. Amended contract price for this request:  
\$49,600.00

6. Explain in detail why the amendment(s) are necessary:  
 Contract reduction is necessary due to budget constraints.

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
Alan Visitacion*	Financial Services Department	538-5800	alan.l.visitacion@courts.hawaii.gov
Terri Gearon	Financial Services Department	538-5800	terri.l.gearon@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/ Terri Gearon

08/07/2020

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

\_\_\_\_\_  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 08/07/2020

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*