

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

TO: Chief Procurement Officer

FROM: Administrative Director of the Courts-State Judiciary  
\_\_\_\_\_  
(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: JE19-66, JAE19-05
2. Vendor/Contractor/Service Provider Name: Mediation Centers of Hawaii, Inc.
3. Describe the goods and/or services: This is a contract for services for the Judiciary Online Dispute Resolution (ODR) Services in the First Circuit and Program Development and Implementation in the Second Circuit
4. Explain in detail what is being amended: Contract extended for an additional year to 6/30/2022. The Scope of Services has been amended to update the contract to reflect the new payment schedule.
5. Amended contract price for this request: No cost extension

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

On March 4, 2020. Governor David Ige declare a state of emergency in Hawaii in response to the public health threat posed by COVID-19, and has subsequently issued more than fifteen proclamations mandating statewide safety measures in efforts to curb the spread of the disease.

The ongoing crisis caused by the COVID-10 pandemic, and ensuing response and directives resulting in unanticipated delays and disruptions to the timeline for the pilot ODR Program project

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
Becky Sugawa	ICRD/CADR	539-4237	becky.h.sugawa@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 P. Gochros

Department/Division/Program Head Signature

12/10/2020

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*