

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

TO: Chief Procurement Officer

FROM: Administrative Director of the Courts-State Judiciary

Name of Requesting Division/Program

Pursuant to HRS § 103F -101 (a)(4) and HAR Chapter 3-141, The Judiciary requests amend an exempt contract as follows:

1. CP-5, Exemption Reference (JE) number: JE21-01
2. Provider Name: Mediation Centers of Hawaii, Inc.
3. Title and description of health and human service(s): Mediation and related dispute resolution services. Provider shall provide mediation and related dispute resolution services for appropriate cases in judicial circuits in the State of Hawaii
4. Explain in detail what is being amended: Contract term is extended to 6/30/2022. A NTE \$400,000, subject to appropriation and availability of funds, is being added for compensation to be paid to the Provider during the extended period.
5. Amended contract price for this request: NTE \$400,000, subject to appropriation and availability of funds.

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

MCH's current contract (J21003) for mediation and related dispute resolution services (mediation services) ends on June 30, 2021; the Judiciary needs the same services for a one-year period. The amendment will ensure continuity of medication services while the Judiciary continues work the Online Dispute Resolution (ODR) Program project.

The ongoing crisis caused by the COVID-19 pandemic, and ensuring response and directives resulted in unanticipated delays and disruptions to the timeline for the pilot ODR Program project.

The continued development and implementation of the ODR Program project requires more time, flexibility and adaptability in the contracting. This amendment for a one-year extension is necessary to maintain existing mediation services during this transition, and it would not be practicable for a different provider to attempt to get up to speed in delivering the necessary mediation services.

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.g

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

12/10/2020

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 7. Submit written objection to this NOTICE OF REQUEST TO AMEND AN 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, 6th Floor
Honolulu, HI 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature *Date*