

**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, JAE21-03
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 amount for Fiscal Year 2021 to be increased by \$50,000.
5. Amended contract price for this request: NTE \$450,000.

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

MCH's current contract (J21003) for mediation and related dispute resolution services (mediation services) is to provide mediation services for approximately three thousand one hundred (3,100) cases in the current fiscal year. The Provider, to date, has already opened 3,400 new cases with three months remaining in the current fiscal year. The significant increase in cases is mostly due to the ongoing crisis caused by the COVID-19 pandemic and resulting high volume of landlord-tenant disputes being referred to mediation. District Courts are encouraging parties with landlord-tenant disputes to mediate before initiating court action. Therefore, an additional \$50,000 will provide for the increased caseload, ensure continuation of services, and provide services to clients through the current fiscal year ending June 30,2021.

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 Gochros

4/8/2021

\_\_\_\_\_  
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, 6<sup>th</sup> Floor  
Honolulu, HI 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

\_\_\_\_\_  
*Chief Procurement Officer Signature*

\_\_\_\_\_  
*Date*