

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

TO: Chief Procurement Officer

FROM: Office of the Chief Court Administrator, First Circuit
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:

1. Describe the goods, services or construction:
 To provide Certified Court Management training courses, designed to provide employees with an expansive understanding of court operations and the tools to both recognize and implement national best practices to better support the mission of the Judiciary.

2. Vendor/Contractor/Service Provider:
 National Center for State Courts
 300 Newport Avenue
 Williamsburg, VA 23185

3. Amount of Request:
 \$4,000.00

4. Term of Contract From: May 1, 2021 To: June 30, 2021

5. Prior Judiciary Procurement Exemption No. (if applicable):
 JE20-55

6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:
 The National Center for State Courts (NCSC) is the sole provider of educational courses for the Court Management Program. Participants that complete the program receive a nationally recognized certification as a certified court manager (CCM). The Institute for Court Management (ICM), which offers the CCM certification, is a division of NCSC and presents a wide range of professional development opportunities to judges, court executives, administrators, managers and court staff. In addition, ICM creates courses with an interactive, adaptive, and personalized learning approach using the most current instructional design and technology delivery methods.
 In light of their qualifications, proven record of quality educational courses, and a more than satisfactory provision of services for the Hawaii Judiciary, it is not practicable or advantageous to procure by competitive means.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
 The NCSC serves as the information clearinghouse for our nation's state courts and provides the latest research and data on court operations at all levels. ICM is the premier judicial branch education organization, universally recognized for quality curricula and customer service. Courses align with established core competencies and reflect what court managers need to know and be able to do to address today's challenges in the courts. NCSC and its ICM division are both highly experienced and previous courses provided by the NCSC and ICM have resulted in positive outcomes for the Judiciary.

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
Laurie Maeda	Ofc of the Chief Crt Administrator	539-4315	Laurulie.S.Maeda@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/ Laurie Maeada

Department/Division/Program Head Signature

3/31/2021

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date