

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

TO: Chief Procurement Officer

FROM: Office of the Deputy Chief Court Administrator- Family Court-First Circ  
(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:

JE21-08 / JAE21-05

2. Vendor/Contractor/Service Provider Name:

Faye T. Kimura

3. Describe the goods and/or services:

Coordinate activities and monitor the Court Improvement Program(CIP) Basic, Training, and Data Grants. Coordinate implementation of the CIP Strategic Plan. Prepare annual reports(ie. Strategic Plan and Progress/Self Assessment Report) for CIP. Research, review case files,and analyze data. In addition, serve as the liason to the Department of Human Services(DHS), Department of Health (DOH), and CIP advisory committee. Demonstrate collaboration using her experience of working with the DHD, DOH, and Judiciary for over 25 years.

4. Explain in detail what is being amended:

The term of the contract is being amended to July 1, 2022 to June 30, 2023.

5. Amended contract price for this request:

The compensation has not changed. The amount continues to be \$55,000.

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

Judiciary has an existing contract with Faye Kimura who has served in this capacity for the past twenty five years and has expertise in this area. She is well aware of the Court Improvement Program's expectations and terms of the pertinent federal grants. In light of this, it would not be feasible to contract with another contractor.

Selecting another contractor will create an impracticable situation, as the contractor would not be aware of the CIP expectations, DHS system, and other Child Welfare service providers. In addition, continuing with Ms. Kimura minimizes training a new contractor. Therefore, we are requesting an exemption from the provision of 103D.

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
Gordean Akiona	Dept. of the Chief Ct. Adm. Off.	954-8221	Gordean.L.Akiona@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/ Dee Dee Letts

Department/Division/Program Head Signature

4/21/2022

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

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No Action Required

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

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