

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

TO: Chief Procurement Officer

FROM: DWI Court Program, District Court of the First Circuit
(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. Exemption Reference (JE) number: JE22-58
2. Vendor/Contractor/Service Provider Name: Northwest Professional Consortium, Inc.
3. Describe the goods and/or services: Data Dashboard creation and customization, training, and technical assistance. We would like to expand and enhance our data collection efforts and develop a data dashboard, which will improve our data analysis capabilities.
4. Explain in detail what is being amended: Amendment requested to change the Term of Contract. Term of Contract to be from 06/30/2022 – 06/30/2023.
5. Amended contract price for this request: Not to exceed \$26,000. Contract price is not being amended.

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

Program had to work with the vendor to make necessary updates to the contract verbiage and update contract term respectively.

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
*Iris Lim	DWI Court Program	538-5134	Iris.M.Lim@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/ Lisa Lim

Department/Division/Program Head Signature

6/14/2022

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date