

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

Additional time is needed to timely process documents and execute contract.

JE23-24 was posted on 9/6/2022. It was then approved 9/16/2022 and our Fiscal office was notified about it on 9/19/2022. A request memo through our internal administration to allow for the contracting was routed and approved on 9/23/2022. During those time periods, a request for the W-9 was made in order to setup the vendor in our database system for processing. The W-9 was submitted with the necessary paperwork to setup the vendor to our central Financial Services Division on 9/26/2022 and vendor was entered in and approved by DAGS on 9/28/2022.

JE23-24 was approved for the contract period starting 10/1/2022. The request to process the agreement will require more time as the review, approvals (through additional administrators), and the execution of the contract will not be finalized prior to the initial projected start date. Amending the start date from 10/1/2022 to 11/1/2022 should also give extra needed time in case of unanticipated issues and/or delays.

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
Dee Dee Letts	Fiscal Management & SS Division	308-539-4351	deedee.d.letts@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

10/3/2022

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 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