

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

TO: Chief Procurement Officer

FROM: First Circuit Court, Adult Client Services Branch  
*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:*

<p>1. Describe the goods, services or construction: Contracting with a drug tester at a substance abuse treatment facility to conduct drug testing for Adult Client Services Branch (ACSB) clients in the evenings and after hours for clients who are employed and unable to report for drug testing during normal testing hours.</p>	
<p>2. Vendor/Contractor/Service Provider:  Salvation Army Addiction Treatment Services (SA-ATS) 3624 Waokanaka Street Honolulu, HI 96817</p>	<p>3. Amount of Request:  Total Amount \$74,000 FY 2023 \$37,000 FY 2024 \$37,000</p>
<p>4. Term of Contract From: December 1, 2022 To: September 30, 2024</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:  The SA-ATS is experienced in drug testing on their clients who are enrolled in their substance abuse treatment program. SA-ATS contracts with the same vendors as ACSB in regards to the drug testing cups and drug confirmations. Many of ACSB clients attend SA-ATS program and SA-ATS is experienced with working/dealing with clients in the criminal justice system.  SA-ATS provides treatment during the evenings, which could accommodate ACSB's clients for those who need to be drug tested outside of the normal drug testing hours at First Circuit. Several of the POS contracted drug treatment agencies only have day time staff available, which will not be for ACSB's benefit. This contract will be for evenings and possible weekends and SA-ATS already has staff available to drug test since they are a 24/7 facility.  SA-ATS is also experienced with reporting drug tests to the ACSB probation officers on a regular basis.</p>	

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

ACSB currently has a limited number of clients approved to enter the building, with specific hours for drug testing. This creates a barrier for clients who are employed and are not able to provide a drug test within the specified hours.

SA-ATS, who is one of the current contacted Purchase of Service (POS) treatment providers, have always provided in-person meetings with their clients, including drug tests, throughout Covid-19, while other programs are providing sporadic drug testing. In the event that there is another Covid-19 variant, SA-ATS will remain open for drug testing and has the staff capabilities to ensure that nothing will decrease during that time (minimize disruption in their operations).

SA-ATS has the space and staff capabilities to provide drug tests to the ACSB clients while maintaining the six feet distance with the clients.

SA-ATS also utilizes the same contracting agencies for drug testing cups and confirmation drug test, which will make training for ACSB and SA-ATS a smooth process.

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
Kathi Fujii	The Judiciary/Adult Client Services Branch	539-4510	Kathi.K.Fujii@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/ Brook M. Mamizuka

Department/Division/Program Head Signature

10/12/2022

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

No Action Required

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

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