

**THE JUDICIARY, STATE OF HAWAII  
NOTICE AND REQUEST FOR SOLE SOURCE**

TO: Chief Procurement Officer

FROM: First Circuit/CCAO/Computer Support  
 \_\_\_\_\_  
*Name of Requesting Division/Program*

*Pursuant to HRS § 103D -306 and HAR Chapter 3-122, Subchapter 9, The Judiciary requests sole source approval to purchase the following:*

1. Describe the goods, services or construction to be procured:  
 Purchase of hardware and installation services for additional microphones integrated into existing courtroom recording system for Courtroom 4B at Honolulu District Court to accommodate jury selection. Incorporating the additional microphones requires added hardware and specialized installation to integrate with the courtroom's FTR digital

2. Vendor/Contractor/Service Provider Name:  
 The Audio Visual Company (AVCO)  
 98-810 Moanalua Road  
 Aiea, HI 96703

3. Amount of Request:  
 NTE \$ 20,802.09

4. Term of Contract (shall not exceed 12 months), if applicable:  
 From: 10/21/2022                      To: 03/31/2023

5. Prior Judiciary Procurement Sole Source No. (if applicable):

6. Describe in detail the following:  
 a. The unique features, characteristics, or capabilities of the goods, service or construction.  
 The services provided by AVCO to design and install FTR hardware equipment and the FTR system is essential. Only AVCO can provide the unique specialized services required to integrate audio, video, and computer components so the FTR system can be used for the digital recording of courtroom proceedings. Given the critical nature of our court proceedings and the Judiciary's increased promotion of digital court proceedings recording, it is essential that a vendor performing these services is capable and fully qualified. AVCO is the only vendor in Hawai'i to offer full service support, design, hardware and software integration with For the Record Recording suite. Over the many years the First Judicial Circuit has used For The Record Recording Suite, AVCO has been the only authorized FTR vendor in the state.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department.  
 Adding in microphones to Courtroom 4B recording system to accurately record prospective jurors responses fo the court record and reduce the dependency on Court Reporters attending Court. It is essential that an accurate court recording be on record. It is unique in that the courtroom does not have microphones in the gallery area of the coutroom where prospective jurors are being seated, socially distanced due to Covid restrictions. Also, AVCO is the only Vendor that can offer the full service support, design, hardware and software integration with For the Record Recording suite. AVCO is the only authorized FTR vendor in the State of Hawaii.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction:

The First Judicial Circuit is committed to using For The Record software in all Circuit Court courtrooms, Honolulu District Court courtrooms and Rural Court courtrooms. We have been advised by For The Record (FTR) that AVCO is their sole source system hardware integrator in Hawaii on numerous occasions. In order to utilize FTR, we have no other vendors to select.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

A courtroom video conferencing/video recording system requires specialized software. Additionally, when there is a technical problem with the system, it must be resolved ASAP. Because of this, any contracted vendor for this work must: 1) offer specialized court recording software; and 2) have reliable, service technicians located on Oahu.

There are only two vendors operating on Oahu who meet these conditions. The First Circuit is the only remaining Circuit that purchases equipment and receives service from both vendors. One vendor, JAVS, only works with our JAVS courtrooms. The other Vendor, AVCO, is the only vendor authorized to work with our FTR courtrooms.

For the reasons mentioned above, the First Judicial Circuit believes it is in the best interest of the public to award this contract to AVCO, which is the only vendor that can provide design, installation, service and support for our FTR-equipped Honolulu District courthouse. Vendors that integrate with For the Record Recording Suite, other than AVCO, are based out of state and provide very limited, and not cost effective, service and support.

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                      |
|------------------|----------------------------------|--------------|------------------------------------|
| *Edward McCarthy | 1st Circuit, CCAO, Comp. Support | 539-4583     | Edward.p.mcarthy@courts.hawaii.gov |
|                  |                                  |              |                                    |
|                  |                                  |              |                                    |

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-12, Subchapter 15, Cost Pricing Data, if required.

**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/ Edward McCarthy

10/13/2022

\_\_\_\_\_  
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 SOLE SOURCE 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*