

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. CP-3, Exemption Reference (JE) number: JE22-58 (J22382)
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 contract price from \$26,000 to \$32,000. Under Scope of Work, Task 2 being amended to include: "Add new data elements, including additional comprehensive recidivism data for charges of interest to the DWI Court"; and "Transfer data from prior spreadsheet, including comprehensive recidivism data for both participants and non-enrolled referrals "Time line and Costs table being amended to reflect new costs and updated estimated time line.
5. Amended contract price for this request: Not to exceed \$32,000.

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

The DWI Court Data Dashboard project will be more intensive and require more staff time than predicted, due to the amount of recidivism data the DWI Court Program (Program) has collected and wants to continue collecting. The amount of data exceeded the expectations of NPC Research, and was not apparent until the work had begun and we had turned over our data file. The Program tracks recidivism for 10 specific charges of interest and the corresponding dates for each. Additionally, the Program collects recidivism data for participants, as well as close to 400 individuals who were referred to but did not participate in the Program, since 2012. NPC Research has determined that the Program's manner of recidivism data collection requires more time than originally expected because it requires 1) creating an entirely new data entry sheet that allows for entry of both non-enrolled referrals and participants instead of just the latter, 2) adding a substantial number of data model calculations for each of the 10 charges, 3) creating numerous graphs to present visualizations of these recidivism data, and 4) taking significantly more time to transfer the data from the Program's existing Excel file to the new dashboard since all referrals (and not just participants) have recidivism data to transfer and because transferring the charges and dates from a single cell into discrete cells for use in the graphics must be done by hand with a decision for how to categorize each one.

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/ Iris Lum

Department/Division/Program Head Signature

11/28/2022

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