

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

TO: Chief Procurement Officer

FROM: Administration
(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: JE23-30
2. Vendor/Contractor/Service Provider Name: Jensen Hughes, Inc.
3. Describe the goods and/or services: To acquire the professional services of a consultant to examine and provide recommendations to the State of Hawaii Judiciary to better prepare the organization for the creation and future partnering with the new Hawaii Department of Law Enforcement.
4. Explain in detail what is being amended: The Term of Contract is being amended to extend the end date to 12/31/2024.
5. Amended contract price for this request: None

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

Due to unforeseen changes during the project planning phase, the project commencement date was delayed. Therefore, additional time is needed to complete the project.

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
Mr. Timothy Kozak	Special Assistant for Judiciary Security	808-539-4970	Timothy.A.Kozak@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/ Brandon Kimura

Department/Division/Program Head Signature

5/18/2023

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