

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

TO: Chief Procurement Officer

FROM: Judiciary/Office on Equality and Access to the Courts

*(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:

JE23-69

2. Vendor/Contractor/Service Provider Name:

Holly Mikkelson, CT, FCCI

3. Describe the goods and/or services:

Develop interpreter skills training curriculum for interpreters in Chuukese, Marshallese, and Ilokano based on ACEBO, an existing, highly effective court interpreter training program in English and non-English languages, developed specifically to help court interpreters improve their skills in consecutive, simultaneous and sight translation and prepare for the National Center for State Courts' Oral Interpreting Skills Exams. The in-language materials to be developed are intended to be used with the ACEBO Interpreter's Edge, Generic Edition, which is a published training curriculum in English. Holly Mikkelson is the founder of ACEBO, developed the ACEBO Interpreter's Edge, Generic Edition and coordinated the development of ACEBO programs in non-English languages to be used with that curriculum.

4. Explain in detail what is being amended:

Contract price changed from \$64,905 to \$83,061.

5. Amended contract price for this request:

\$83,061

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

The change in the contract price results from the reallocation of cost savings from other approved, budgeted cost categories under a Justice For Families grant from the Office of Violence Against Women, US Department of Justice, Award No. 2019-FJ-AX-0003. The additional funds will compensate vendor for costs associated with producing the requisite goods/services by the September 30, 2023 deadline.

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
Debi Tulang-De Silva	Jud./Off. Equality & Access to Crts	8085394860	OEAC@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/ Susan P. Gochros

*Department/Division/Program Head Signature*

06/23/2023

*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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

☐

Approved

☐

Disapproved

☐

No Action Required

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

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