

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

TO: Chief Procurement Officer

FROM: Human Resources Department / Staffing Services Division
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:</p> <p>Web Scribble is the third party vendor that provides job board software used by the National Association of Social Workers (NASW) to post Social Work job openings on their website.</p>	
<p>2. Vendor/Contractor/Service Provider: Web Scribble 216 River Street, Suite 200 Troy, NY 12180</p>	<p>3. Amount of Request: \$11,000</p>
<p>4. Term of Contract From: Upon Contract Execution; To: 1 year from date of execution</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:</p> <p>We are currently recruiting to fill 48 Social Worker vacancies statewide. Because of the recruitment difficulties we're having to find professional Social Workers, we want to utilize the NASW to post our jobs on their website and reach a wider applicant pool. Our goal is to get the farthest reach & attract as many professional social workers to apply for & fill our vacancies. There are no other government agencies in Hawaii using the NASW to post their jobs. We believe the NASW is the only organization that can provide us the exposure & outreach to professional social workers at the national level. The NASW is the largest membership organization of professional social workers in the world with over 120,000 members across the globe. They also have 55+ chapters nationwide including Hawaii. The NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies. Web Scribble will use job board software to "scrape" our current social work recruitments from the Judiciary's careers website & post it on the NASW website up to 2x/day. They will post up to 100 jobs per month on the NASW website & send an email blast to all their members. We don't have to do any manual work, it's all done by their software which frees up our staff to work on other recruitment activities. This feature will post any new jobs we open & remove filled jobs daily. They can also provide us stats on the number of members who view and apply for our social worker jobs.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>We are seeking an exemption to contract with Web Scribble to post our jobs on the NASW website. Since we have 48 social work vacancies statewide, we are looking at other ways to advertise our jobs and heard about the NASW from social worker administrators and members in the Judiciary. The NASW was the largest professional social work organization in the United States with the option to post on jobs on their website for a fee. NASW contracts Web Scribble to manage their online Job Board. In order to post all of our jobs the NASW website, we would need to utilize and contract with Web Scribble.</p>	

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
Kristy Sakamoto*	HRD – Staffing Services Division	539-4934	Kristy.m.sakamoto@courts.hawaii.gov
Teena Oshiro	HRD – Staffing Services Division	539-4945	Teena.m.oshiro@courts.hawaii.gov
Wade Hiraishi	HRD-Administrative Services Division	539-4963	Wade.k.hiraishi@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/ Eric Tanigawa

Department/Division/Program Head Signature

2/13/23

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