

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

TO: Chief Procurement Officer

FROM: Human Resources/Admin Svcs Div

*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:*

1. Describe the goods, services or construction:

Employee relations incident tracking and investigations software

2. Vendor/Contractor/Service Provider:

HR Acuity LLC  
23 Vreeland Road, Suite 220  
Florham Park, NJ 07932

3. Amount of Request:

\$15,000.00 (Second year)

4. Term of Contract From: To:

June 14, 2023 to June 13, 2024

5. Prior Judiciary Procurement Exemption No.  
(if applicable):

JE22-57

6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:  
HR Acuity software is the only known software with case incident tracking, analytics, and investigations functions specifically built for employee relations management.

Quotes from alternate vendors was sought upon initial contract term, however other vendors only included functions for investigation process and documentation and did not have the functionality required for the breadth and complexity of tracking and documentation of all employee issues. Other incident tracking software is too generic and does not include specific functionality tailored for employee relations management.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

HR Acuity was selected based on its industry expertise and custom software tailored to assist in the management of employee relations such as employee incidents, cases, and investigations. This software allows for customization while providing consistency in tracking and managing employee issues and cases, including analytics and trend reports. The software also provides built in investigation, best practice protocols, guides, and customizable templates.

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
Lauren Nagata	Human Resources Branch	539-4889	lauren.e.nagata@courts.hawaii.gov
Dee Dee Letts	Court Administrative Svc Officer	539-4351	deedee.d.letts@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/ Dee Dee Letts

\_\_\_\_\_  
Department/Division/Program Head Signature

3/2/2023

\_\_\_\_\_  
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