

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

TO: Chief Procurement Officer

FROM: Office of Deputy Chief Court Administrator/Family Court of the First Ci
(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:

JE 21-08; JAE 21-05; JAE21-14

2. Vendor/Contractor/Service Provider Name:

Faye T. Kimura. Esq.

3. Describe the goods and/or services:

The Contractor coordinates and monitors the Judiciary's Court Improvement Program (CIP) federal grant. Contractor is responsible for the implementation of the CIP strategic plan, self-assessment, and for facilitating stakeholder meetings as part of the CIP continuous quality improvement activities. The CQI includes research, review of case files, analysis of data, and serving as a liaison between the court and other State agencies and stakeholders.

4. Explain in detail what is being amended:

A Third Amendment to the Agreement dated July 1, 2020, is being executed. This Amendment will extend the time of performance and the compensation and payment schedule from July 1, 2023 to June 30, 2024. This amendment will continue with the unit rate of \$4,000.00 per month, inclusive of Hawaii excise tax, and provides for the reimbursement of reasonable program expenses not to exceed \$7,000.00 for the contract period.

5. Amended contract price for this request:

The amount is \$55,000.00

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

The Contractor has the expertise and in-depth knowledge of the CIP and the requirements of this federal grant. It is impractical to use another contractor as Ms. Kimura's vast expertise with the CIP allows the JUDICIARY to meet the expectations of the grant and be awarded funding for each federal fiscal period. Additionally, she has created effective collaborative relationships with our federal project team as well as the stakeholders in our State throughout her 25 years of services with the CIP.

We respectfully request an exemption from the provisions under HRS §103D.

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
Carol Matsuoka	DCCA/Family Court 1st Circuit	4261	carol.t.matsuoka@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/ Dwight Sakai

Department/Division/Program Head Signature

2/27/2023

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

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No Action Required

Chief Procurement Officer Signature

Date