

**THE JUDICIARY, STATE OF HAWAII  
THE NOTICE OF AMENDMENT  
TO SOLE SOURCE CONTRACT**

TO: Chief Procurement Officer

FROM: First Judicial Circuit/Computer Support Section  
(Name of Requesting Division/Program)

*Pursuant to HRS § 103D -306 and HAR Chapter 3-122, Subchapter 9, The Judiciary requests an amendment to sole source approval as follows*

1. Sole Source Reference (JS) number: JS22-21
2. Vendor/Contractor/Service Provider Name: The Audio Visual Company (AVCO)
3. Describe the goods and/or services:  Designing, supplying, and installing hardware, and ancillary software needed, compatible with FTR Recording Suite software for 14 Circuit Court courtrooms. Includes cameras, microphones, speakers, digital amplifier, mixers, 27in monitors, 65in monitor, and necessary cables and connectors. Will integrate with web conferencing applications, such as, Zoom and WebEx. And, web conferences will be recorded with the courtroom proceedings.

4. Request to amend is submitted in order to:

Revise the scope of services for the contract as follows:  
Extend the Time of Performance for a 12 month period from June 15, 2023 through June 14, 2024.

Increase contract price by 10% or more: No change in contract price.

Original Contract Price: \$1,917,632.74 Amended Contract Price: No change

5. Explain in detail why this/these amendment(s) is/are necessary.

It is necessary to extend the contract for a 12 month period, as allowed in the original contract, due to contractor having supply chain delays for critical parts needed to complete the project. Setup and installation can only take place once parts critical for the project are received. Project cannot be completed without the requested extension.

6. 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
Edward McCarthy	First Judiciary Circuit / Chief Court Admin. Office / Computer Support Section	808-539-4583	edward.p.mccarth@courts.hawaii.gov

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

**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.**

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

\_\_\_\_\_  
*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 AMENDMENT TO SOLE CONTRACT FOR 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*