

**THE JUDICIARY, STATE OF HAWAII
NOTICE AND REQUEST FOR SOLE SOURCE**

TO: Chief Procurement Officer

FROM: First Judicial Circuit / Circuit Court

Name of Requesting Division/Program

Pursuant to HRS § 103D -306 and HAR Chapter 3-122, Subchapter 9, The Judiciary requests sole source approval to purchase the following:

1. Describe the goods, services or construction to be procured:
 Designing, supplying, and installing hardware, and ancillary software needed, compatible with For the Record (FTR) Recording Suite software for Grand Jury Room at Circuit Court. Includes cameras, microphones, speakers, digital amplifier, mixers, 27in monitors, 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.

2. Vendor/Contractor/Service Provider Name:
 The Audio Visual Company (AVCO)
 98-810 Moanalua Road
 Aiea, HI 96703

3. Amount of Request:
 \$124,458.76

4. Term of Contract (shall not exceed 12 months), if applicable:
 From: 6/15/2023 To: 6/14/2024

5. Prior Judiciary Procurement Sole Source No. (if applicable):

6. Describe in detail the following:
 a. The unique features, characteristics, or capabilities of the goods, service or construction.
 All hardware and software integrates with the FTR Recording Suite software to enable courtroom proceedings to be digitally recorded and played back. Design and installation services integrating hardware and software with the FTR Recording Suite have been identified to us as unique to AVCO in the state of Hawaii.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department.
 We are provided with the services required to integrate hardware and software with the FTR Recording Suite being used in the courtrooms.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction:

In the past, the software developer, For the Record, has advised that AVCO is the only system integrator for their software in the state of Hawaii. As AVCO is FTR's authorized partner for the current digital court recording and hardware opportunities in Hawaii. They are authorized to sell, service, and support FTR systems and solutions.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

No other possible sources identified.

9. 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	Computer Support Section	539-4583	edward.p.mccarthy@courts.hawaii.gov
Dee Dee Letts	Deputy Chief Court Administrator	539-4351	DeeDee.D.Letts@courts.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-12, Subchapter 15, Cost 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.

/s/ Edward P. McCarthy

Department/Division/Program Head Signature

4/26/2023

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 SOLE SOURCE 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