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

FROM:	Detention Services Branch, 1st Circuit Name of Requesting Division/Program			
Pursuant to HRS	, ,	iary requests a procurement exemption for the following:		
1. Describe the g The Human Res developed by Er have close/direc management firr applicants apply	goods, services or construction: ources Dept., Staffing Services Division (SSD) a gometrics to applicants applying for non-supervis t contact with juvenile offenders. Ergometrics & m specializing in personnel selection and training ing for entry level non-supervisory positions who and from March 14, 2013, for supervisory level po	dministers the IMPACT and IMPACT PROMOTE tests sory and supervisory positions at the detention facility that Applied Personnel Research, Inc. is a human resources a SSD has administered the Ergometric tests to qualified have close/direct contact with juveniles (IMPACT) since sitions (IMPACT PROMOTE) located at the detention		
2. Vendor/Contractor/Service Provider:		3. Amount of Request:		
•	Applied Research, Inc.	\$4,500		
4. Term of Contr October 9, 2023	ract From: To: to June 30, 2024	5. Prior Judiciary Procurement Exemption No. (if applicable):		
6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: The IMPACT and IMPACT PROMOTE exams are only available through Ergometrics and Applied Research, Inc. Also known as an "attitudinal" tests, the tests were designed by Ergometrics with input from the juvenile/corrections community to ensure best hiring practices for those who will work in juvenile justice settings. This assessment test measures the overall suitability for those working with juvenile offenders. Procurement by competitive means would be impracticable because there are no other vendors who have developed these types of juvenile justice exams.				
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: The Judiciary is a Juvenile Detention Assessment Initiative (JDAI) participant. JDAI is a national program to improve the treatment of juveniles in detention facilities. Hawaii Revised Statutes §571-34, Criminal History Record Checks, authorizes the Judiciary to "develop standards to ensure the reputable and responsible character" of juvenile detention employees, including but not be limited to criminal history record checks. In order to develop standards for the hiring of juvenile detention employees, our staff attorney inquired with the JDAI Help Desk in February 2011 for best practice guidelines. The JDAI Help Desk contacted Cook County, IL about their hiring practices and found that they implemented a new process requiring all new hires and current employees who were hired into new job classes at the juvenile detention facility, to be tested. In order to do more than criminal history record checks to hire appropriate staff for the detention facilities, SSD decided to follow the same protocol as Cook County by utilizing the same test vendor and administering the IMPACT and IMPACT PROMOTE tests developed by Ergometrics. The consultant, hired by First Circuit as part of the JDAI initiative, was familiar with and an advocate of the Ergometric test. Former Chief Court Administrator Glennard Fong was able to find funds to add this component to the pre-employment screening process. The IMPACT and IMPACT PROMOTE test licensing agreements were originally signed in 2010 by former Chief Court Administrator Glennard Fong.				

CP-3 (Apr 2013) Page 1 Exemption No: <u>JE24-22</u>

TO:

Chief Procurement Officer

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			
Philippe Magloire*	Detention Services, 1st Circuit	954-8359	Philippe.Magloire@courts.hawaii.gov			
Dwight Sakaiu	DCCA, 1st Circuit	954-8200	Dwight.S.Sakai@courts.hawaii.gov			
All resemble (see see le		dia i al	an aibilite of the Division (Duraness			
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 S. Sakai	10/09/2023					
	on/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 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 th Floor Honolulu, Hawaii 96813-2807						
Chief Procurement Officer (CPO) Comments:						
Approved	Disapproved	No Action	ı Required			
	Chief Procuremen	nt Officer Signature				

CP-3 (Apr 2013) Page 2 Exemption No: <u>JE24-22</u>