

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

TO: Chief Procurement Officer

FROM: First Circuit Family Court/Office of DCCA  
*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:*

<p>1. Describe the goods, services or construction: Consultant services for the Judiciary regarding Family Court matters during the 2024 Hawaii legislative session.</p>	
<p>2. Vendor/Contractor/Service Provider: Frances Q.F. Wong</p>	<p>3. Amount of Request: Not to exceed \$22,000</p>
<p>4. Term of Contract From: To: Upon execution to June 30, 2024</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): JE23-36</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: From the 2015 through 2023 Legislative sessions, Frances Q.F. Wong provided consultation services to the Senior family Court Judge and Family Court. The scope of services includes: reviewing and monitoring bills, hearing notices, and resolutions impacting Family Court; drafting testimony and inquiries regarding selected bills and resolutions; writing and/or developing legislation as proposed by the Family Courts statewide; updating/informing the Senior Judge and Lead Judges of the First Circuit of the progress of the Legislature and targeted legislation and resolutions; drafting responses to inquiries received directly from members of the Legislature to Family Court Judges; briefing Family Court judges and/or staff who may need to appear to testify and/or attend informational briefings; and redrafting bills and/or resolutions at the Legislature's request, if appropriate.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: The consultant was selected because of her expertise in matters impacting Family Court and the various parties who seek remedies from the Family Court. We have determined that the Consultant is best qualified to assist the Judiciary on legislative matters affecting Family Court because of her many years of expertise as the Senior Family Court Judge. As Senior Family Court Judge, Consultant was very much involved in all aspects of legislative matters covering Family Court issues</p>	

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
Adriane Abe*	Office of the DCCA	808-539-4408	adriane.c.abe@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 S. Sakai

10/13/2023

\_\_\_\_\_  
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 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