

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

TO: Chief Procurement Officer

FROM: Administration  
*(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. Exemption Reference (JE) number: JE23-30
2. Vendor/Contractor/Service Provider Name: Jensen Hughes
3. Describe the goods and/or services:  To acquire the professional services of a consultant to examine and provide recommendations to the State of Hawaii Judiciary to better prepare the organization for the creation and future partnering with the new Hawaii Department of Law Enforcement.

4. Explain in detail what is being amended:

To extend the contract to 12/31/2023.

5. Amended contract price for this request:

No-cost extension

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

A no-cost extension is needed to provide additional time if revisions to the consultant's report are necessary.

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).

<b>Name</b>	<b>Division/Program</b>	<b>Phone Number</b>	<b>email address</b>
Mr. Timothy Kozak	Special Assistance to the Administrative Director of the Courts for Judiciary Security	808-539-4970	Timothy.A.Kozak@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.

*Brandon M Kimura*

Department/Division/Program Head Signature

11/22/23

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