

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

The Hawaii Justice Foundation assists the Judiciary by serving as the Indigent Legal Assistance Fund administrator. In that capacity, the Hawaii Justice Foundation is paid 5% of the annual distribution, along with another 5% that is paid for the central services fees. For FY24, the Hawaii Justice Foundation's contract amount increased from \$50,000 to \$55,797.

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).

Name	Division/Program	Phone Number	email address
Karen Takahashi*	Leg. Coordinating/Spec. Projects	8085394896	Karen.T.Takahashi@courts.hawaii.gov
Wendell Mick	Policy & Planning Dept.	8085394244	Tom.w.Mick@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/ Wendell T. Mick

12/15/2023

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date