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

TO:

**Chief Procurement Officer** 

| FROM:  | Karen Takahashi, Leg Coordinating/Special Projects Office  |
|--|--|
|  | (Name of Requesting Division/Program)  |
|  | S § 103D -102 (b)(4) and HAR Chapter 3-120, The Judiciary requests to amend an exempt contract as follows:   |
|  | tion Reference (JE) number:  |
| JE24-01  |  |
| ,  | tractor/Service Provider Name:   |
| Hawaii Justice   | Foundation (HJF)   |
| Pursuant to year's exper administerin (HJF) has be in administe to the Judici coordinating performance | HRS Sect. 607-5.7, the Judiciary may contract a nonprofit organization with at least one ience to serve as the Indigent Legal Assistance Fund (ILAF) administrator responsible for g grants to providers of civil legal services for indigents. The Hawaii Justice Foundation een contracted to serve as fund administrator since FY1999. HJF will assist the Judiciary ring the application process; evaluating grant applications and making recommendations ary; assisting in the preparation of contracts for organizations selected to receive funds; the payment process; monitoring performance of legal service providers; coordinating ereports from providers; preparing required reports to the Hawaii State Legislature; and entractual obligations. |
| The annual of seeks appro  | etail what is being amended: cost of \$55,797 will exceed the previously approved amount of \$50,000. This request eval for the additional amount of \$5,797.  |
| 5. Amended co  | ntract price for this request:   |
| \$55,797   |  |
|  | 10504.44   |

| 6. Explain in detail why the a  | mendment(s) are necessary:               |                 |  |  |  |  |  |
|---|--|-----------------|--|--|--|--|--|
| The Hawaii Justice Foundat  | ion assists the Judiciary by serving     |                 | t 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. |  |                 |  |  |  |  |  |
| central services ices. For i  | 124, the Hawaii dustice i curidation     | 3 contract anno | tant mercased from \$60,000 to \$50,707.       |  |  |  |  |
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| 7 Identify the primary respe  | uncible staff person(s) conducting and   | d managing this | procurement. (Appropriate delegated            |  |  |  |  |
|   | completion of mandatory training rec     |                 | procurement. (Appropriate delegated            |  |  |  |  |
|   | risk after name of person to contact for |                 | formation).                                    |  |  |  |  |
| Name  | Division/Program                         | Phone           | email address                                  |  |  |  |  |
|   | , 0                                      | Number          |  |  |  |  |  |
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| 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                   |  |  |  |  |
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|   |  |                 |  |  |  |  |  |
|   |  |                 | ne responsibility of the Division/Program.     |  |  |  |  |
| i certify that the information  | on provided above is, to the best of     | my knowieag     | e, true and correct.                           |  |  |  |  |
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| /s/ Wendell T. Mick 12/15/2023  |  |                 |  |  |  |  |  |
|   | <br>Date                                 |                 |  |  |  |  |  |
| рерининент/ри   | Dute                                     |                 |  |  |  |  |  |
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JAE24-11 JAE No: \_\_\_\_\_

| 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<br>Financial Services Department<br>Contracts & Purchasing Office<br>1111 Alakea Street, 6 <sup>th</sup> Floor<br>Honolulu, Hawaii 96813-2807  |                                |      |  |  |  |  |  |
| Chief Procurement Officer (CPO) Comments:  |                                |      |  |  |  |  |  |
| Approved   | Disapproved No Action Required | Data |  |  |  |  |  |
| Chief Procurement Officer Signature Date   |                                |      |  |  |  |  |  |