

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

TO: Chief Procurement Officer  
FROM: Financial Services Department

*(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. CP-3, Exemption Reference (JE) number:

JE24-12

2. Vendor/Contractor/Service Provider Name:

OHANASOFT LLC dba OHANASOFT

3. Describe the goods and/or services:

Quality Assurance (QA) consultant provides services to advocate for the Judiciary fiscal officers and staff in their transactions with the JIMS vendor as it relates to the accounting project (including the Judiciary General Ledger) and to ensure accuracy of the information produced by the system. The QA consultant provides measure of continuity during the transition and exchange of accounting system information.

4. Explain in detail what is being amended:

Extending term of contract for one (1) year, as original contract allows three (3) additional twelve-months periods. This will be the first allowable extension. Contractor will be compensated for the extended term from July 1, 2024 to June 30, 2025.

5. Amended contract price for this request:

\$80,000.00

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

Judiciary fiscal officers and staff advocacy is needed regarding their transactions with the JIMS vendor as it relates to the accounting project (including the Judiciary General Ledger) and to ensure accuracy of the information produced by the system. Contracted services provides measure of continuity during the transition and exchange of accounting system information.

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
Ni Y. Ho	Administrative Fiscal Office	538.5754	Ni.Y.Ho@courts.hawaii.gov
Terri L. Gearon	Financial Services Department	538.5800	Terri.L.Gearon@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/ Terri L. Gearon

\_\_\_\_\_  
Department/Division/Program Head Signature

3/12/2024

\_\_\_\_\_  
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*