

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

TO: Chief Procurement Officer  
FROM: First Circuit Family Court/DCCA/JCSB/Court Improvement Program  
(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: JE24-18
2. Vendor/Contractor/Service Provider Name: National Council of Juvenile and Family Court Judges (NCJFCJ)
3. Describe the goods and/or services: Provision of statewide quality assessments to assist the Judiciary's Family Courts in a program of continuous quality improvement to meet the requirements of the Court Improvement Program (CIP). To provide technical assistance, training, hearing quality assessments, and facilitate work group meetings.
4. Explain in detail what is being amended: This request is to amend J24344 Attachment 2, Compensation and Payment Schedule; and Attachment 3, Time of Performance. The amendment will extend the contract for an additional 12 month term from October 1, 2024 through September 30, 2025; and provide compensation for the 12 month term extended term.
5. Amended contract price for this request: \$65,000.00

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

It is not practicable or not advantageous for the Program/Division to procure by competitive means because the National Council of Juvenile and Family Court Judges (NCJFCJ) is the only known organization with a mission of training and supporting family court judges in all areas that impact children and families referred to the court. Hawaii has been a model court since 1990's for NCJFCF and Hawaii is currently on "senior" court status with NCJFCJ. The existing contract with NCJFCJ was negotiated to conduct statewide assessments (baseline assessment, recommendation implementation and improvement assessment). NCJFCJ is knowledgeable in the requirements of the CIP issued by the U.S. Department of Health and Human Services (HHS).

NCJFCJ is instrumental in the assessment of court hearings aimed at improving all aspects of the child welfare court hearing as they are aware of the Hawaii Judiciary process (statutes, court rules, and court procedures) through the completion of statewide site visits, assessments and reports. Continuing with NCJFCJ reduces the training of a new contractor with Hawaii Judiciary Family Court practices, the expectations of the CIP, and the practices of the stakeholders. In light of this it would not be feasible to conduct another solicitation.

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
Carol Matsuoka	DCCA/JCSB/FC/CIP	954-4261	carol.t.matsuoka@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

3/5/2024

\_\_\_\_\_  
*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*