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

TO: Chief Procurement Officer

FROM: Human Resources Branch / Admin Services Division

(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:

JE22-57, JE23-54

2. Vendor/Contractor/Service Provider Name:

HR Acuity LLC

3. Describe the goods and/or services: Employee relations incident tracking and investigations software

4. Explain in detail what is being amended:

Extending the term of contract for an additional one (1) year; contract shall commence on June 14, 2024 to June 13, 2025. Adding an additional \$15,000 to the final third year extension.

Contract breakdown: 1st year: \$21,465.96 with tax 2nd year: \$15,000.00 with tax 3rd year: \$15,000.00 with tax

5. Amended contract price for this request:

Adding additional \$15,000; total adjust contract amount shall be \$51,465.96

6. Explain in d	etail why the ame	endment(s) are i	necessary:
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6. Explain in detail why the amendment(s) are necessary:				
Program relies on the Emp an HR case management s	loyee relations incident tracking an system to document and track emp	loyee relations a	software. HR Acuity platform which provides nd investigation cases. This amendment is renewal is contingent on funding each fiscal	
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	
Lauren Nagata	Human Resources Branch	308-539-4889	lauren.e.nagata@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/ Lori Okita			5/6/2024	
Department/Division/Program Head Signature			Date	

For Chief Proc	o5/08/2024			
	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 th Floor Honolulu, Hawaii 96813-2807				
Chief Procurement Officer (CPO) Comments:				
Approved Disapprov				
Chief P	rocurement Officer Signature Date			