

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

Program relies on the Employee relations incident tracking and investigations software. HR Acuity platform which provides an HR case management system to document and track employee relations and investigation cases. This amendment is necessary to ensure software is accessible to track accordingly. Subscription renewal is contingent on funding each fiscal year.

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 Procurement Officer Use Only

05/08/2024

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date