

**THE JUDICIARY, STATE OF HAWAII
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D**

T : Chief Procurement Officer

FROM: Office of the Chief Court Administrator, First Circuit
Name of Requesting Division/Program

Pursuant to HRS § 103D -102 (b)(4) and HAR Chapter 3-120, The Judiciary requests a procurement exemption for the following:

<p>1. Describe the goods, services or construction:</p> <p>To provide Certified Court Management training courses designed to provide employees with an expansive understanding of court operations and the tools to both recognize and implement national best practices to better support the mission of the Judiciary.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>National Center for State Courts (NCSC)</p>	<p>3. Amount of Request:</p> <p>\$18,000.00</p>
<p>4. Term of Contract From: To:</p> <p>One (1) year from contract execution</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</p> <p>JE21-50</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:</p> <p>The National Center for State Courts (NCSC) is an independent, non-profit organization focused on improving the administration of justice in the United States as well as internationally through webinars, on-site or remote technical assistance, direct consulting, and education training. The Institute for Court Management (ICM) is one such division under NCSC that offers the Certified Court Manager (CCM) Certification, Certified Court Executive (CCE) Certification, and ICM Fellows Diploma. The CCM program presents a wide range of professional development opportunities for judges, court executives, administrators, managers, and court staff, and if completed, participants will receive nationally recognized certification as a Certified Court Manager. Since the offering of these programs in 2011, NCSC has been known to identify and respond to evolving needs, and deploying resources when and where courts need them through their own team of researchers and consultants. As the field of court administration has evolved throughout the years, NCSC/ICM has educated generations of court leaders and professionals about the foundational principles of court management and the most up-to-date evidence based court management strategies and techniques. For the CCM Certification program, in particular, participants are equipped with knowledge related to Court Performance Standards, Fundamentals of Caseflow Management, Managing Court Financial Resources, Project Management for Courts, Purposes and Responsibilities of Courts, and Managing Human Resources, all subjects that have been considered important when looking at the needs of the courts. NCSC is the only organization that has collaborative relationships with the Conference of Chief Justices, Conference of State Court Administrators, and other associations of judicial leaders, and there is currently no other organization or company that offers a similar program to the extent NCSC does in the United States.</p> <p>The CCM program offers courses with an interactive, adaptive, and personalized learning approach using the most current instructional design and technology delivery methods, which has been shown to be beneficial to participants as they learned about the court system on both a national and local level too. All of our CCM graduates have continued to excel in their respective fields with some of the graduates even being promoted to higher positions within the Judiciary.</p> <p>NCSC has previously been awarded the Warren E. Burger Award for Excellence in Court Administration, the Harry L. Carrico Award for Judicial Innovation, the G. Thomas Munsterman Award, the Sandra Day O'Connor Award, and the William H. Rehnquist Award for Judicial Excellence. In light of their qualifications, proven record of quality educational courses, and a more than satisfactory provision of services for the Hawaii Judiciary, it is not practicable or advantageous to procure by competitive means.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>The NCSC serves as the information clearinghouse for our nation's state courts and provides the latest research and data on court operations at all levels. ICM is the premier judicial branch education organization, universally recognized for quality curricula and customer service. Courses align with established core competencies and reflect what court managers need to know and be able to do to address today's challenges in the courts. NCSC and its ICM division are both highly experienced and previous courses provided by the NCSC and ICM have resulted in positive outcomes for the Judiciary.</p>	

8. 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
Mark Santoki	CTCU/CCAO	808-539-4052	mark.m.santoki@courts.hawaii.gov
Rebekah Lee	CTCU/CCAO	808-539-4328	rebekah.p.lee@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

Department/Division/Program Head Signature

5/6/2024

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, 6th Floor
 Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date