

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

TO: Chief Procurement Officer

FROM: Karen T. Takahashi, Legislative Affairs and Special Projects 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:

JE25-01

2. Vendor/Contractor/Service Provider Name:

Hawaii Justice Foundation (Contract No. J25044)

3. Describe the goods and/or services:

Pursuant to HRS Sect. 607-5.7, the Judiciary may contract a nonprofit organization with at least one year's experience to serve as the Indigent Legal Assistance Fund (ILAF) administrator responsible for administering grants to providers of civil legal services for indigents. The Hawaii Justice Foundation (HJF) has been contracted to serve as fund administrator since FY1999. HJF will assist the Judiciary in administering the application process; evaluating grant applications and making recommendations to the Judiciary; assisting in the preparation of contracts for organizations selected to receive funds; coordinating the payment process; monitoring performance of legal service providers; coordinating performance reports from providers; preparing required reports to the Hawaii State Legislature; and enforcing contractual obligations.

4. Explain in detail what is being amended:

The annual cost of \$60,386 will exceed the approved \$50,000. This request seeks approval for the additional amount of \$10,386.

5. Amended contract price for this request:

\$60,386.00

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

The Hawaii Justice Foundation assists the Judiciary by serving as the Indigent Legal Assistance Fund administrator. In that capacity, the Hawaii Justice Foundation is paid 5% of the annual distribution, along with another 5% that is paid for the central services fee. For FY25, the Hawaii Justice Foundation's contract amount increased from \$50,000 to \$60,386.

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
Karen T. Takahashi	Projects Div	-	Karen.T.Takahashi@courts.hawaii.gov
Brandon M. Kimura	Policy and Planning Department	30 -	Brandon.M.Kimura@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/ Brandon M. Kimura

08/12/2024

Department/Division/Program Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 8/28/2025

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