

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

TO: Chief Procurement Officer

FROM: Human Resources - Staffing 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:

JE24-23

2. Vendor/Contractor/Service Provider Name:

Quintela

3. Describe the goods and/or services:

Quintela software. The software stores interview questions in one central location or question bank/library with the ability to categorize the questions by KSA (competency) and job levels, along with search and filter options to locate specific instruments. Quintela can also modify/format their interview template to suit our needs. When built, the system will enable us to search for questions by KSA and job level and export the questions with rating guides into a formatted Word template.

4. Explain in detail what is being amended:

Extending term for an additional one (1) year from February 28, 2025 to February 27, 2026. The extended term is in the amount of \$10,000, for a cumulative amount of \$31,000.

5. Amended contract price for this request:

\$10,000

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

Additional time is necessary to continue the development and provide content of the existing system to ensure software meets the Judiciary's requirements.

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
Teng Yang*	Staffing Services Division	539-4944	Teng.P.Yang@courts.hawaii.gov
Lynne Kushiyaama	Staffing Services Division	539-4947	Lynne.T.Kushiyaama@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/ Eric Tanigawa

3/7/2025

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

☐

Approved

☐

Disapproved

☐

No Action Required

Chief Procurement Officer Signature

Date