

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

TO: Chief Procurement Officer

FROM: Court Operations Division, 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:

1. Describe the goods, services or construction:

To provide services to digitize, catalogue and securely dispose of the physical court document files.

2. Vendor/Contractor/Service Provider:

FILEMINDERS of Hawaii, LLC dba ACCESS

3. Amount of Request:

\$1,000,000.00

4. Term of Contract From: To:
June 27, 2025 to June 26, 2026

5. Prior Judiciary Procurement Exemption No.
(if applicable):

6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:

It is not practicable or not advantageous for the Program/Division to procure by competitive means because securing the requested services from the vendor would be a cost savings to the Judiciary and would maintain the security and integrity of the confidential court document files and records. Judiciary currently has a contract with ACCESS to provide records storage and retrieval services. At present, ACCESS is storing 16,541 boxes which estimates to 248,115 physical case files for the First Circuit, Legal Document Branch 1 (LDB1). This project aims to digitize, catalogue and securely dispose of the physical court document files and will reduce the number of court document files in storage by approximately 37%. While the initial project does not completely address all the court document files currently stored, it significantly reduces the number of physical files and the need for retrieval, transport and relocation of the files to and from storage. The digitized and secured files would be easily accessible for Judiciary personnel and would sustain continued security and integrity of the court documents. Furthermore, having another vendor provide such services would incur an additional \$309,921.48 to the Judiciary for removing and transferring the court document files from ACCESS' storage to another vendor to stage for scanning and destruction.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

In 2024, the First Circuit Court conducted a Competitive Sealed Bid procurement for Records Storage and Retrieval Services of Court Documents. ACCESS was the sole responsive and responsible bidder, as a result vendor stores 16,541 boxes, an estimated 248,115 physical court document files. Program researched for the required services to scan, digitize, catalogue and securely dispose of court documents, however, to both uphold the security and integrity of the Judiciary court documents and evident cost-savings to the Judiciary, it is practicable to remain with the current vendor.

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
Evelyne Luk	Court Operations Division	539-5163	evelyne.luk@courts.hawaii.gov
*Patsy Nakamoto	LDB1 Court Administrator	539-4303	patsy.k.nakamoto@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

4/24/2025

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

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No Action Required

Chief Procurement Officer Signature

Date