

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

TO: Chief Procurement Officer

FROM: First Circuit / Circuit Court

(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:

JE23-55

2. Vendor/Contractor/Service Provider Name:

For the Record

3. Describe the goods and/or services:

FTR Gold Recording Suite 7, Annual Renewal of Circuit Court 25 each courtroom recording system software licenses for FTR Gold Recording Suite 7 that is necessary for electronic recording of courtroom proceedings.

4. Explain in detail what is being amended:

Original contract J22355 was approved for three (3) years. Funding request is processed annually. The total amount for Year 1 and Year 2 was \$102,094.20. This is the third and final year of the contract. Request is for third and final year in the amount of \$51,047.10.

5. Amended contract price for this request:

\$51,047.10

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

This amendment is necessary for year 3 funding. Initial three (3) year contract was contingent on funding each year. Year 3 funding is necessary for the continued services of recording live court proceedings supported by For the Record software.

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
Todd Unten*	1JC, CTCU	539-4594	todd.t.untene@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

5/05/2025

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