

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

TO: Chief Procurement Officer

FROM: Administration
(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. Exemption Reference (JE) number: JE25-25
2. Vendor/Contractor/Service Provider Name: Mason Architects, Inc.
3. Describe the goods and/or services: To acquire the professional services of Mason Architects, Incorporated (MAI), in the design of a Judiciary Gunshot Detection Program (JGDP) for Ali'iolani Hale and the Kapuaiwa Building.
4. Explain in detail what is being amended: The term of contract is being amended to change the contract end date from 04/30/26 to 06/30/26.
5. Amended contract price for this request: No change to contract price for this request.

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

The original CP-3 was approved for the period of 05/01/25 to 04/30/26, but the contract was written and signed by the vendor with a contract end date of 06/30/26. The amendment is needed to correct the CP-3 and reflect the correct contract end date of 06/30/26.

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
Timothy Kozak*	Judiciary Security Office	539-4730	Timothy.a.kozak@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/ Daylin H. Heather

Department/Division/Program Head Signature

05/29/2025

Date

For Chief Procurement Officer Use Only

05/30/2025

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