

6. 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
Eun Ji Seong	1 st Circuit/Chief Court Administrator's Office / Computer Support Section	808-539-4652	eunji.seong@courts.hawaii.gov
Todd Unten	Court Operations Specialist	808-539-4594	todd.t.untent@courts.hawaii.gov
Karol Sakumoto	(TA) Court Operations Specialist	808-539-4158	karol.y.sakumoto@courts.hawaii.gov

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

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

3/30/2026

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 AMENDMENT TO SOLE CONTRACT FOR 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