



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

The Judiciary initiated this project to digitize, catalog, and securely dispose of physical case files currently stored at the vendor's facility. The original scope anticipated scanning approximately 15,532,500 pages and processing about 6,213 boxes (7,455.60 cubic feet) of records. In total, there are approximately 15,641 boxes (18,737 cubic feet), representing an estimated 39,035,000 case files dating from the 1980s through 2017, warehoused at the ACCESS storage facility.

The contract extension will address the remaining court records, significantly reducing the volume of physical files and minimizing the need for retrieval and transport to and from storage. Digitized files will be readily accessible in electronic format. As future funding becomes available, the remaining records may be processed in a similar manner.

ACCESS currently provides physical storage of case files and continues to scan select court records into digital format. This approach also enhances security and preserves the integrity of the records by reducing the need for physical handling, transfer of custody, and relocation of files designated for scanning and destruction.

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                   |
|-------------|---------------------------|--------------|---------------------------------|
| Evelyne Luk | Court Operations Division | 538-5163     | evelyne.y.luk@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

04/15/2026

\_\_\_\_\_  
Department/Division/Program Head Signature

\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

04/16/2026

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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

\_\_\_\_\_  
*Chief Procurement Officer Signature*

\_\_\_\_\_  
*Date*