

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

TO: Chief Procurement Officer

FROM: First Circuit/ CTCU

(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, JAE25-19

2. Vendor/Contractor/Service Provider Name:

For the Record

3. Describe the goods and/or services:

FTR Gold Recording Suite 7.7, Annual Renewal of Circuit Court 25 each courtroom recording system software licenses for FTR Gold Recording Suite 7.7 that is necessary for electronic recording of courtroom proceedings. The term period for this license renewal is 04/01/2025 to 03/31/2026.

4. Explain in detail what is being amended:

Original contract J22355 was approved for an initial three-year term. Upon completion of that term, the agreement specified that subsequent renewals would occur annually unless either party provided notice of termination. This renewal represents the first one-year extension following the initial term and carries a cost of \$56,282.70.

5. Amended contract price for this request:

\$56,282.70

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

For the Record (FTR) is the software used to capture official court proceedings. Hawai'i state law requires that all proceedings be formally recorded by a court reporter or an approved recording system. FTR has been the primary recording platform for the Circuit Court for more than ten years. The system plays a critical role in ensuring that court operations run smoothly and that an accurate, accessible record of proceedings is maintained for judicial review, appeals, and long term archival purposes.

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*	CTCU	539-4594	todd.t.unten@courts.hawaii.gov
Eunji Seong	CTCU/CSS	539-4652	eunji.seong@courts.hawaii.gov
Karol Sakumoto	CTCU	539-4158	karol.y.sakumoto@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

4/09/2026

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 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