

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 District 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.

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