

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: JE25-24
2. Vendor/Contractor/Service Provider Name: Jensen Hughes, Inc.
3. Describe the goods and/or services: To acquire professional services from Jensen Hughes, Inc., to provide consulting services for the Judiciary for a statewide review of security and protective programs.
4. Explain in detail what is being amended: Contract term shall be extended for one (1) year to June 30, 2027. JE25-24 was approved to procure the professional services from Jensen Hughes, Inc., to provide consulting services for the Judiciary for our outer island Circuit Courts for a review of security and protective programs. Since contract was entered into with Jensen Jughes, Inc., the scope of the originally contracted work has expanded to a statewide review of security and protective programs. Additional scope of work is being added to provide consulting services for the First Circuit Court thus making previous scope of work of this project a statewide review. Additional specificity for additional scope of work and costs of those services: I. Review of First Circuit Court security and protective programs. Do not exceed amount of \$442,012.00 is being added to the contract at this time for those services. II. Standby consultation services for the Office of the Administrative Director for Security Vendor RFP and subsequent Standard Operating Guidelines consultation services. Services will be provided at an hourly rate of \$305.69 per hour after a request and approval from the Judiciary prior to any work being conducted. III. Standby consultation services for the Office of the Administrative Director for Policy and Legislative consultation services. Services will be provided at an hourly rate of \$305.69 per hour after a request and approval from the Judiciary prior to any work being conducted. IV. Amending hourly rate of services from previous contract hourly rate of \$306.59 to \$305.69 for this amendment.
5. Amended contract price for this request: The contract price is changing from \$854,951.00 to \$1,296,963.00 with this amendment with additional optional services being added and delivered in pre-approved amounts at the contract hourly rate \$305.69 per hour.

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

JE25-24 was approved to procure the professional services from Jensen Hughes, Inc., to provide consulting services for the Judiciary for our outer island Circuit Courts for a review of security and protective programs. Since contract was entered into with Jensen Jughes, Inc., the scope of the originally contracted work has expanded to a statewide review of security and protective programs. Additional scope of work is being added to provide consulting services for the First Circuit Court thus making previous scope of work of this project a statewide review.

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
Mr. Timothy Kozak	Special Assistant to the Administrative Director of the Courts for Judiciary Security	808-539-4970	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 Heather

Department/Division/Program Head Signature

06/03/2026

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