

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, JAE26-30
2. Vendor/Contractor/Service Provider Name: Jensen Hughes, Inc.
3. Describe the goods and/or services: Professional consulting services for a statewide review of the Judiciary's security and protective programs.
4. Explain in detail what is being amended: This amendment authorizes additional funding for optional services under the existing contract. Services will continue to be provided at the pre-approved hourly rate of \$305.69. The hourly rate of \$305.69 shall remain unchanged for the duration of the contract unless otherwise mutually agreed upon in writing by the Judiciary and Contractor. All other terms, conditions, scope, and requirements of the original exemption notice, and contract remain unchanged and in full effect.
5. Amended contract price for this request: Hourly Rate: \$305.69 per hour. The hourly rate will remain fixed and unchanged for the duration of the contract. The vendor will be compensated based on actual services performed and hours utilized.

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

Since the contract was executed, the scope of work has expanded from reviews of the outer island Circuit Courts to a statewide review, including the First Circuit Court. Additional funding is necessary to complete the expanded statewide review of the Judiciary's security and protective programs. The additional services will be performed at the existing pre-approved hourly rate

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

9/24/2026

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