

THE JUDICIARY, STATE OF HAWAII
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

TO: Chief Procurement Officer

FROM: Court Operations Div, First Circuit Legal Docs Branch 1
Name of Requesting Division/Program

Pursuant to HRS § 103D -102 (b)(4) and HAR Chapter 3-120, The Judiciary requests a procurement exemption for the following:

To provide services to digitize, catalogue and securely dispose of physical court document files.	
2. Vendor/Contractor/Service Provider: FILEMINDERS of Hawaii, LLC dba ACCESS	3. Amount of Request: \$1,104,498.57
4. Term of Contract From: To: December 1, 2026 November 30, 2027	5. Prior Judiciary Procurement Exemption No. (if applicable):
6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: It is not practicable or advantageous for the Legal Documents Branch 1(LDB1)/Court Operations Division to procure by competitive means. Securing the requested services from the vendor (FILEMINDERS of Hawaii, LLC dba ACCESS) would be a cost savings to the Judiciary while maintaining security and integrity of confidential court document files and records. ACCESS currently stores approximately 8,080 banker boxes of LDB1's court files and records, and provides transport services to and from LDB1's locations in Honolulu and Kapolei in accordance with Contract No. J27012. Transitioning to a different vendor would require physically relocating this inventory, incurring an additional cost of \$309,921.48. Furthermore, under Contract No. J25372, ACCESS completed Phase I of the project, reducing the physical file inventory by 45.5% through digitization and secure disposal of 7,521 out of 16,541 banker boxes. The reduction in physical files also reduces transport costs. Additionally, ACCESS's project team has already worked closely with the Judiciary's IT Department to securely transfer data via SFTP and import it into the Judiciary's FileNet. In addition, after scanning, ACCESS applies Judiciary-provided metadata to ensure all electronic files are accurately labeled and easily retrievable within FileNet.	
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: In 2024, the First Circuit Court conducted a Competitive Sealed Bid procurement for Records Storage and Retrieval Services of Court Documents. ACCESS was the sole responsive and responsible bidder. Program researched for the required services to scan, digitize, catalogue and securely dispose of court documents. To ensure the security and integrity of the Judiciary's court documents and evident cost-saving to the Judiciary, it is practicable to remain with the current vendor. .	

8. 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
Imelda Nakamura*	LDB1 Asst Court Administrator	(808) 954-8317	imelda.b.nakamura@courts.hawaii.gov
Jacquetta Livingston	LDB1 Court Administrator	(808) 539-4303	jacquetta.p.livingston@courts.hawaii.gov
Yee Nin Evelyne Luk	Court Services Manager	(808) 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

Department/Division/Program Head Signature

10/08/2026

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

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No Action Required

Chief Procurement Officer Signature

Date