

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

TO: Chief Procurement Officer

FROM: Second Circuit/Administrative Services Division  
(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:*

<p>1. Describe the goods, services or construction:</p> <p>Conduct security assessment of Second Circuit's main courthouse, Hoapili Hale, in Wailuku, Maui, and provide written report of findings, recommendations and implementation plan.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>National Center for State Courts (NCSC) 707 17<sup>th</sup> St. Suite 2900 Denver, Colorado 80202-3429</p>	<p>3. Amount of Request: \$21,750.00</p>
<p>4. Term of Contract From: To:</p> <p>Upon contract execution December 31, 2013</p>	<p>5. Prior Judiciary Procurement Exemption July 2010</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:</p> <p>The NCSC is highly qualified to conduct this evaluation given its considerable experience in evaluation research, operational reviews, organizational and administrative assessments, process analyses, and technical assistance in all areas, including specifically, court security assessments. The NCSC completed security assessments in 2010 for three court facilities in the First Circuit and provided the Judiciary with important findings and recommendations for security enhancements. Hoapili Hale is approximately 30 years old and an overall security plan, including policies and procedures, as well as enhancements to the structural configuration of the building is needed to increase security and safety for the public and staff. Due to this circuit's exigent need for a security assessment of its main courthouse, and in light of this contractor's excellent qualifications and its proven record of more than satisfactory provision of services for the Judiciary, it is not practicable or advantageous to procure by competitive means. As such, we are requesting an Exemption from the Provisions of HRS 103D.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>As mentioned, the NCSC has excellent qualifications including years of experience in conducting security assessments specifically for court facilities. Additionally, the NCSC has contracted with the Judiciary in the past for the same service which resulted in positive outcomes for the Judiciary.</p>	

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
Gail Nakamae	Second Circuit Court	808-244-2871	Gail.K.Nakamae@courts.hawaii.gov
Sandy Kozaki	Second Circuit Court	808-244-2929	Sandy.S.Kozaki@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 no. 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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved  Disapproved  No Action Required



\_\_\_\_\_  
*Chief Procurement Officer Signature*

\_\_\_\_\_  
*Date*