

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

TO: Chief Procurement Officer

FROM: First Circuit Court/Juvenile Client Services Branch/Juvenile Drug Court  
Name of Requesting Division/Program

*Pursuant to HRS § 103F -101 (a)(4) and HAR Chapter 3-141, The Judiciary requests a procurement exemption for the following:*

<p>1. Title and description of health and human service(s): Psychological Services for Juvenile Drug Court clients including evaluations, assessments, and consultative services. Services to be provided by a licensed psychologist. Services are to identify and address mental health issues/needs that may present barriers to the client's recovery and treatment progress. Due to budgetary constraints, the Juvenile Drug Court has been able to purchase these services at very limited quantities for its clients in the past. Through a possible grant from SAMHSA the program will be able to utilize these funds to pay for such critical intervention services.</p>	
<p>2. Provider Name and Address: Dr. Steven Choy 50 S. Beretania St. Suite C-201 Honolulu, HI 96813</p>	<p>3. Amount of Request:  \$19,999</p>
<p>4. Term of Contract From: To: Date of Execution 12 months after date of execution</p>	<p>5. Prior Judiciary Procurement Exemption Reference Number (if applicable): n/a</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 style="margin-left: 40px;">The Juvenile Drug Court is applying for a federal grant which requires to name Providers who will conduct the proposed grant services. We are proposing psychological services in the grant proposal. Dr. Steven Choy currently works with the JDC clients providing the same psychological services we are proposing in the federal grant. Changing psychologist would be detrimental as it would disrupt services to the clients. If awarded the grant, we will contract with Dr. Choy to provide continuing services for the JDC program and to satisfy the federal grant application proposed services. In view of this, it would not be feasible or practicable to conduct a solicitation. We are requesting an Exemption from the Provisions of 103F.</p>	
<p>7. Describe the reason for the selection of the provider including a description of how the procedure, as much as practicable, ensured maximum fair and open competition:</p> <p style="margin-left: 40px;">As mentioned, Dr. Steven Choy provides psychological services to the JDC program's clients and any disruptions to this service would be detrimental. In addition, the provider has had a contract for psychological assessments and evaluations for Juvenile Drug Court clients since 2003 and has delivered services satisfactorily in accordance to contract terms.</p>	

8. Describe the Judiciary's internal controls and approval requirements for the exempted procurement:

Upon contract execution, an orientation will be conducted with the provider by the Juvenile Drug Court Administrator, and the program specialist assigned to the contract. Provider obligations including scope of services, compensation, working agreement terms, reporting and invoicing requirements will be reviewed. Contract terms shall be monitored on an annual basis to evaluate service delivery and compliance to all terms of the agreement. Any reports of contract non-compliance will be investigated and addressed by the program specialist. In addition, any subsequent contract extensions will be subject to the Judiciary's internal approval process.

9. 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
Lori M. Okita	Chief Court Administrator	539-4400	<a href="mailto:Lori.m.okita@courts.hawaii.gov">Lori.m.okita@courts.hawaii.gov</a>
Cheryl R. Marlow	Acting Deputy Chief Court Administrator	954-8220	<a href="mailto:Cheryl.r.marlow@courts.hawaii.gov">Cheryl.r.marlow@courts.hawaii.gov</a>
Christine Y. Miwa-Mendoza	Programs Manager – JCSB	954-8222	<a href="mailto:Christine.y.miwa-mendoza@courts.hawaii.gov">Christine.y.miwa-mendoza@courts.hawaii.gov</a>
Paul M. Murato	Fiscal Officer	954-8268	<a href="mailto:Paul.m.murato@courts.hawaii.gov">Paul.m.murato@courts.hawaii.gov</a>
Joel A. Tamayo	Juvenile Drug Court Administrator	534-6562	<a href="mailto:Joel.a.tamayo@courts.hawaii.gov">Joel.a.tamayo@courts.hawaii.gov</a>
Adriane C. Abe	Program Specialist	539-4408	<a href="mailto:Adriane.c.abe@courts.hawaii.gov">Adriane.c.abe@courts.hawaii.gov</a>

**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/ Cheryl R. Marlow  
Department/Division/Program Head Signature

03/07/14  
Date

**NOTICE**

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 9 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Rodney Maile, Chief Procurement Officer, The Judiciary, 417 S. King St., Rm. 206A, Honolulu, HI 96813

**For Chief Procurement Officer Use Only**

Date Notice Posted: \_\_\_\_\_

Inquiries about this request shall be directed to the contact named in no. 9. Submit written objection to this notice to issue an exempt contract within seven (7) calendar days or as otherwise allowed from the date notice posted to:

[Judiciary.Procurement.Office@Courts.hawaii.gov](mailto:Judiciary.Procurement.Office@Courts.hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

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

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