

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

TO: Chief Procurement Officer

FROM: Supreme Court Law Library  
*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><b>1. Describe the goods, services or construction:</b></p> <p>Development of additional interactive access to justice software ("A2J") for self-represented litigants which will identify forms appropriate to litigant needs, complete legal documents and allow for the printing of completed forms for the self-represented litigant to file in state courts. Create the interface necessary to expand access to and use of A2J software from all State of Hawaii public libraries located statewide. Train and support public library staff to assist self-represented litigants in their use of the A2J software. Develop and provide materials to the public library staff statewide for the education and information of self-help litigants in the used of the A2J software.</p>	
<p><b>2. Vendor/Contractor/Service Provider:</b></p> <p>Legal Aid Society of Hawaii 924 Bethel Street Honolulu, Hawaii 96813</p>	<p><b>3. Amount of Request:</b></p> <p>\$56,937.00</p>
<p><b>4. Term of Contract From: To:</b></p> <p>[term is for one year with dates dependent on date of grant award]</p>	<p><b>5. Prior Judiciary Procurement Exemption No. (if applicable):</b></p>
<p><b>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:</b></p> <p>The Legal Aid Society of Hawaii ("LASH") has specific training and experience to develop and deploy interactive access to justice software as well as to train staff on location to support self-represented litigants. There is no other entity with this specialized training and experience in Hawaii. This contract will expand the work started in an on-going partnership among Judiciary, LASH and Hawaii State Bar Association, which currently provide workstations at five Judiciary locations for self-represented litigants to prepare legal documents for filing with the courts. The partnership was created under a Memorandum of Understanding executed on May 21, 2013 ("MOU"). Under the MOU, LASH has developed interactive software, purchased and installed workstations (laptops and printers) and has trained volunteer attorneys and staff to support self-represented litigants in their use of the workstations at the Judiciary self-help centers and access to justice rooms statewide.</p> <p>By allowing an exemption from procurement to LASH, Judiciary will be able to apply for additional funding through grant applications to the State Justice Institute ("SJI") in order to extend its access to justice initiatives into the greater public in alignment with recommendations in its "Hawaii Judiciary 20/20: Our Vision" strategic plan.</p>	
<p><b>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</b></p> <p>LASH is the original developer of the A2J software currently utilized in each of five (5) Judiciary locations statewide. Development of the A2J software required specific training which was funded under an earlier grant awarded to LASH to support its partnership with Judiciary and Hawaii State Bar Association. In its proposed grant applications, Judiciary will be naming LASH as a vendor for software development, deployment, training and education to support a continuing partnership along with requesting funds to support the State of Hawaii Libraries as an additional partner.</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	
Mark Skrimstad	Supreme Court Library	808-539-4969	Mark.L.Skrimstad@courts.hawaii.gov
Susan Pang Gochros	ICR Director	808-539-4990	Susan.P.Gochros@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/ Susan Gochros

Department/Division/Program Head Signature

01/21/2014

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 01/21/2014

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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date