

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

TO: Chief Procurement Officer

FROM: First Circuit/Office of the Deputy Chief Court Administrator

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):</p> <p>Mental health assessment services for Family Court youth who are not otherwise eligible for mental health services from any other state agency or private insurance plan.</p>	
<p>2. Provider Name and Address: Dr. Barbara Higa Rogers 1188 Bishop Street, Suite 1607 Honolulu, Hawaii 96813</p>	<p>3. Amount of Request: Estimated \$32,000</p>
<p>4. Term of Contract From: Upon contract execution To: 8/31/14</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>Dr. Higa Rogers plays a vital role in providing the Family Court with Mental Health Assessments for court-ordered youth. Assessments are conducted in a very thorough, comprehensive and timely manner. Reports address many areas of concerns, including academics, physical and social development, trauma, substance abuse, domestic violence, physical and/or sexual abuse, and suicidal history. Services are urgently needed on an ongoing basis, and competitive procurement would hinder the seamless continuum of services that Dr. Higa Rogers provides, as well as training other professionals to achieve the same level of care and competency that Dr. Higa Rogers possesses.</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>Dr. Higa Rogers has been providing services to the Family Court youth since 2008 and any disruptions to this service would be detrimental. She is very familiar with the Family Court clientele and is very accessible to the youth. Dr. Higa Rogers has had a contract for mental health assessments for Family Court youth since 2008 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 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 with all terms of the agreement. Any report 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
Anona Gabriel	1st Judicial Circuit/DCCA	954-8275	Anona.l.gabriel@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

10/01/13
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: 10/02/13

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

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date