

**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): Data Collection and Performance Measures Services for the Juvenile Drug Court program with consultative services. Services to be provided by an experienced program evaluator that has conducted prior evaluations of the JDC as well as the Adult Drug Court and other programs working with at-risk youth and adults. Services are to identify and address family therapy, peer to peer counseling, increased psychological assessments, and training for staff.. Due to budgetary constraints, the Juvenile Drug Court has not been able to obtain these services. 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: Okamoto Consulting Group, Inc. PO Box 61282 Honolulu, HI 96839</p>	<p>3. Amount of Request: \$65,000</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: 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 Data Collection and Performance Measures Services for the Juvenile Drug Court program with consultative services in the grant proposal. The Juvenile Drug Court has established a working relationship with the Okamoto Consulting Group, Inc. who provided data collection and performance measure services since the inception of the JDC program. They are currently working with the JDC doing a follow up service on a voluntary basis. Since this Provider has done prior work and evaluation at the inception of the JDC program and is well versed with JDC's policies, procedures, and goals, and to maintain the continuity of services, it would be beneficial to the program to continue with the same Provider. This will ensure continuity in our data collection and performance measures. If awarded the federal grant, we will contract with the Okamoto Consulting Group. In this view, it would not be feasible or practicable to conduct another solicitation. We are requesting an Exemption from the Provisions of 103F to accommodate possible Federal funding.</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: As mentioned, the Juvenile Drug Court has established a working relationship with the Okamoto Consulting Group, Inc. who provided services since the inception of the program. Ongoing services include volunteer work which maintains continuity of services to the JDC program. Service specifications for the drug court services included data collection and performance measures. In addition, the provider has had a contract for Juvenile Drug Court since the inception of the program and has delivered services satisfactorily.</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	Lori.m.okita@courts.hawaii.gov
Cheryl R. Marlow	Acting Deputy Chief Court Administrator	954-8220	Cheryl.R.Marlow@courts.hawaii.gov
Christine Y. Miwa-Mendoza	Programs Manager – JCSB	954-8222	Christine.y.miwa-mendoza@courts.hawaii.gov
Paul M. Murato	Fiscal Officer	954-8268	Paul.m.murato@courts.hawaii.gov
Joel A. Tamayo	Juvenile Drug Court Administrator	534-6562	Joel.a.tamayo@courts.hawaii.gov
Adriane C. Abe	Program Specialist	539-4408	Adriane.c.abe@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.

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

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date