

**THE JUDICIARY, STATE OF HAWAII
NOTICE OF AMENDMENT TO EXEMPTION
FROM HRS CHAPTER 103D**

TO: Chief Procurement Officer

FROM: Office of the Chief Court Administrator, First Circuit
Name of Requesting Division/Program

Pursuant to HRS § 103D -102 (b)(4) and HAR Chapter 3-120, The Judiciary requests to amend an exemption for the following:

<p>1. Describe the goods, services or construction: K4840 Exemption Number: JE 15-78 posted on June 3, 2015. The services being procured is for a court staff workload and workflow assessment study. This procurement and purchase is necessary to determine whether the First Circuit is properly staffed and to improve workflow processes. These studies are necessary to provide a solid basis for effective operations of the court and requesting appropriate funding. The workload study enables the court to determine the appropriate staffing while the workflow study makes certain that operations are as efficient as possible.</p>	
<p>2. Vendor/Contractor/Service Provider: National Center for State Courts</p>	<p>3. Amount of Request: No additional state funds requested. Requesting revision of contract to include \$60,550 grant award</p>
<p>4. Term of Contract From: 07/01/2015 To: 08/31/2016 Note: State general funds to be expended prior to 7/1/2016.</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): JE 15-78</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: The Judiciary has an existing, executed contract with the NCSC for the purpose described above. This amendment is being requested to expand the scope of work as provided for by a \$60,550 grant awarded to the Judiciary by the State Justice Institute. The NCSC is highly qualified to conduct this assessment given its considerable experience in evaluation research, operational reviews, organizational and administrative assessments, process analyses, and technical assistance, including specifically, judicial workload assessments. The NCSC has completed similar for statewide and single jurisdictions in Arizona, Montana, Nevada, and Pennsylvania, to name a few. In light of current contract and NCSC's qualifications and proven record of more than satisfactory provision of services for the Hawaii Judiciary and other state courts nationwide, it is not practicable or advantageous to procure by competitive means.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: The NCSC was the only vendor considered and selected for this project based on the explanation pursuant to question #6. The organization is the natural selection based on their expertise in this very specialized area, and their previous experience in conducting similar studies for other jurisdictions.</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
Mark Santoki	Ofc of the Chief Court Adm, 1CC	539-4052	mark.m.santoki@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/ Mark Santoki

09/04/15

Department/Division/Program Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 09/08/2015

Inquiries about this request shall be directed to the contact named in Item 8. Submit written objection to this NOTICE OF AMENDMENT TO 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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date