

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

TO: Chief Procurement Officer

FROM: Family Court, First Circuit/Juvenile Client Services
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): Reporting Center- The Reporting Center shall serve as a community-based alternative to secure detention which provides a highly structured and well-supervised group activities during high risk time periods when recidivism is most likely.</p>	
<p>2. Provider Name and Address: CARE Hawaii, Inc. 875 Waimanu Street #614 Honolulu, Hawaii 96813</p>	<p>3. Amount of Request: \$65,000.00</p>
<p>4. Term of Contract From: 10/01/2015 To: 09/30/2016</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: It is not practicable or not advantageous for the Program to procure by competitive means because Judiciary received federal funds for Reporting Center services and procured the services through a Request for Proposal, RFP J13177. The Judiciary awarded a contract to CARE Hawaii, Inc, contract number J13177. The contract ended on September 30, 2015. The Judiciary was just notified the Federal Funds for this program was extended for an additional year. It would be in the best interest of the clients for CARE Hawaii, Inc. to continue services because they have been and is currently working with the clients. It would be detrimental to the clients if there was a change in Providers.</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: Judiciary procured for Reporting Center services through a Request for Proposal, RFP J13177. CARE Hawaii, Inc. submitted a proposal and was awarded the contract. The contract ended on September 30, 2015. The Judiciary was just notified the Federal Funds for this program was extended for an additional year. It would be in the best interest of the clients for CARE Hawaii, Inc. to continue services because they have been and is currently working with the clients. It would be detrimental to the clients if there was a change in Providers. CARE Hawaii has provided excellent services.</p>	

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

The exempt procurement is approved by the Deputy Chief Court Administrator prior to posting the exempt notice. The Judiciary's Administrative Director provides the final approval after the seven (7) day posting. An approved exemption notice is required before entering into an exempt contract with the Provider.

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
Ramona Yano	First Circuit, Client Services Div.	954-8226	Ramona.H.Yano@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/ Cheryl Marlow

Department/Division/Program Head Signature

10/22/2015

Date

NOTICE

Date Notice Posted: _____

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: **Chief Procurement Officer - The Judiciary; Financial Services Department; Contracts & Purchasing Office; 1111 Alakea Street, 6th Floor; Honolulu, Hawaii 96813-2807.**

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date