

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

TO: Chief Procurement Officer

FROM: First Judicial Circuit
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): Domestic Violence Interventions: supervised child visitation and exchanges.</p>	
<p>2. Provider Name and Address: Island of Hawaii YMCA 300 West Lanikaula Street Hilo, HI 96720</p>	<p>3. Amount of Request: \$63,000.00</p>
<p>4. Term of Contract From: 12/01/2015 To: 10/31/2016</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: Services for Domestic Violence Interventions: Supervised child visitation and exchanges was issued through RFP 15068, October 2015. No proposals for the island of Hawaii were submitted for these services. The Island of Hawaii YMCA is the only provider on the island of Hawaii who has the expertise in providing these specialized services. The services will be funded through a time limited federal grant. The contract term is estimated to be for ten (10) months with no extensions. Advertising for such services will incur significant delays and could jeopardize spending the grant funds within the Federal Fiscal Year 2016.</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: The provider was selected because of it's 15 + years of experience in providing these services, and working with the Judiciary. Their understanding of the civil justice system and the dynamics of domestic violence are other factors which have further developed their capacity to provide the desired services. In addition, there is no other organization on the island of Hawaii with the expertise needed.</p>	

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

The exemption request, initiated by the Program Specialist that administer the federal Access and Visitation Grant, is forwarded to the Deputy Chief Court Administrator and/or the Chief Court Administrator. The request is then forwarded to the Financial Services Division for review and posting.

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
Maureen Kiehm, Program Specialist	First Circuit, ACSB	539-4406	Maureen.N.Kiehm@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

01/11/2016

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