

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

TO: Chief Procurement Officer

FROM: Juvenile Client Services, First Circuit  
*Name of Requesting Division/Program*

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

<p><b>1. Describe the goods, services or construction:</b></p> <p>To provide sick call examination services to the Judiciary, State of Hawaii. Services shall consist of medical examinations for an employee whom misses work due to illness on specified days and under certain conditions under a pilot program intended to reduce absenteeism. Examinations are to determine whether the employee is able to perform usual work duties which will help reduce unauthorized absenteeism.</p>	
<p><b>2. Vendor/Contractor/Service Provider:</b></p> <p>The Medical Corner 660 Kailua Road Kailua, HI 96734</p>	<p><b>3. Amount of Request:</b></p> <p>\$10,000</p>
<p><b>4. Term of Contract</b> From: 01/01/2016 To: 12/31/2016</p>	<p><b>5. Prior Judiciary Procurement Exemption No. (if applicable):</b></p>
<p><b>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:</b></p> <p>It is not practicable or not advantageous to procure by competitive means because The Medical Corner is the only vendor which offers more accessible locations throughout different regions of Oahu. The Medical Corner has four (4) locations on Oahu located at the Airport Trade Center, Kailua, Kapolei and Waikiki. The Medical Corner is the only vendor who provides clinic hours on weekends, allowing services seven (7) days a week, to include a clinic in close proximity to the Detention Facility in Kapolei, which would greatly benefit due to the anticipated high utilization rate.</p>	
<p><b>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</b></p> <p>The Medical Corner was chosen based on the following factors which benefit the Judiciary: 1) The Medical Corner's facilities (location of clinics or offices) are located in different regions of Oahu which provides more accessibility to our employees. 2) The Medical Corner offers extended hours of operations which are necessary to the purpose and nature of the current program. The Medical Corner was the more suitable vendor to ensure the Judiciary meets the program requirements.</p> <p>As an employer required program, the Judiciary must incur the cost for medical examinations; therefore, sending employees to the emergency room would greatly increase the cost to the Judiciary. Hence, the Judiciary would significantly benefit from The Medical Corner's facilities and expertise.</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
Byron Sasaki*	Human Resources	539-4812	Byron.N.Sasaki@Courts.Hawaii.Gov
Cheryl Marlow*	First Circuit	954-8220	Cheryl.R.Marlow@Courts.Hawaii.Gov
Lori Okita	First Circuit	539-4400	Lori.M.Okita@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*

10/22/2015

\_\_\_\_\_  
*Date*

**For Chief Procurement Officer Use Only**

Date Notice Posted: \_\_\_\_ -

Inquiries about this request shall be directed to the contact named in Item 8. Submit written objection to this NOTICE OF REQUEST FOR 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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

\_\_\_\_\_  
*Chief Procurement Officer Signature*

\_\_\_\_\_  
*Date*