

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

TO: Chief Procurement Officer

FROM: First Judicial Circuit/Deputy Chief Court Administrator
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): Mental health services for Hawaii Girls Court participants.</p>	
<p>2. Provider Name and Address: Jana-Macy Moya PO Box 1463 Kaneohe, HI 96744</p>	<p>3. Amount of Request: Not to exceed \$34,998.000</p>
<p>4. Term of Contract From: 01/01/2016 To: 06/30/2016</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): none</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: Ms. Moya has been selected as a substitute provider after early ending of contract with previous provider. Previous provider was the sole submission in the last RFP for this service. Under this circumstance, as provided in Section 3-143-505 (c), HAR the purchasing agency may select any provider that will be an advantageous substitute. Another RFP will be initiated for this service soon, and Ms. Moya has been selected to provide services in the interim, as mental health services to Girls Court participants is an ongoing need and a critical service.</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 Girls Court coordinator and program staff let colleagues know that the program was looking for a mental health services provider. Ms. Moya responded and after reviewing the scope of services submitted a resume which reflected the desired education, training, and experience needed for the delivery of services to the Girls Court participants. Ms. Moya has years of experience providing mental health and supportive services to youth and families and has indicated interest and ability to deliver the needed services to the Girls Court participants.</p>	

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

Approval for procurement is routed through the Deputy Chief Court Administrator, Chief Court Administrator, and Financial Services Division, before approval by the Administrative Director of the Courts.

Upon contract execution, the program specialist assigned to the contract will meet with provider to provide orientation and review of the contract terms and provider obligations. The assigned program specialist monitors provider's compliance with contract terms and overall service delivery.

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
Adriane Abe	First Judicial Circuit/DCCA	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.

/s/ Cheryl Marlow

Department/Division/Program Head Signature

12/03/2015

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