

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

TO: Chief Procurement Officer

FROM: Juvenile Client and Family Services Branch/Girls Court
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): Girls Court Therapist: To provide individual and family therapy to female juvenile offenders and their families; provide girls group and parent group sessions; available to Girls Court participants during crisis situations and provide consultation to Girls Court staff during weekly case reviews and on as needed basis; participate in staffing, court hearings, Girls Court activities; participate as part of Girls Court treatment team in meetings that may be scheduled with various agencies and contracted service providers.</p> | |
| <p>2. Provider Name and Address: Child and Family Service 2970 Kele Street, Suite 203 Lihue, Hawaii 96766</p> | <p>3. Amount of Request: \$13,500.00 (\$4,500/month for 3 months)</p> |
| <p>4. Term of Contract From: July 1, 2015 to September 30, 2015</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: The current contract was terminated. Due to time constraints, it is not practicable to procure this service by competitive means for services to begin July 1, 2015. This exemption will allow sufficient time to conduct a 103F competitive proposal procurement to secure a new contract.</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 the only other applicant for the Girls Court Therapist contract during the original RFP process.</p> | |

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

The exempt procurement is approved by the Program Supervisor and the Chief Court Administrator prior to posting the exempt notice. The Judiciary's Administrative Director provides the final approval after the required seven (7) day notice 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 |
|----------------------|---------------------|--------------|--------------------------------------|
| Marilyn P. Hasegawa* | Fifth Circuit/JCFSB | 482-2374 | Marilyn.P.Hasegawa@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/ David Lam

Department/Division/Program Head Signature

06/12/15

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