

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

TO: Chief Procurement Officer

FROM: Adriane Abe/Family Court Office of DCCA
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>1. Describe the goods, services or construction: Consultant services for the Judiciary regarding Family Court matters during the 2017 Hawaii legislative session.</p>	
<p>2. Vendor/Contractor/Service Provider: Frances Q.F. Wong</p>	<p>3. Amount of Request: Not to exceed \$20,000.00</p>
<p>4. Term of Contract From: To: 06/30/2017 Upon execution to June 30, 2017</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): JE16-34</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: Frances Q.F. Wong has provided for the past five (5) legislative sessions, consultation services to Judge Browning and Family Court. The scope of services includes: reviewing and monitoring bills, hearing notices, and resolutions impacting Family Court; drafting testimony and inquiries regarding selected bills and resolutions; assist in writing and/or developing legislation as proposed by the Family courts statewide; updating/informing the Senior Judge and Lead Judges of the First Circuit of the progress of the Legislature and targeted legislation and resolutions; drafting responses to inquiries received directly from members of the Legislature to Family Court Judges; briefing Family Courts judges and/or staff who may need to appear to testify and/or attend informational briefings; and assist in redrafting bills and or resolutions at the Legislature's request, if appropriate.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: The consultant was selected because of her expertise in matter impacting Family Court and the various parties who seek remedies from the Family Court. We have determine that the Consultant is best qualified to assist the Judiciary on legislative matters affecting Family Court because of her many years of expertise as the Senior Family Court Judge. As Senior Family Court Judge, Consultant was very much involved in all aspects of legislative matters covering Family Court issues.</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
Adriane Abe	Program Specialist, Ofc of DCCA	954-8221	adriane.c.abe@courts.hawaii.gov
Cheryl Marlow	DCCA, Ofc of CCA, C1	954-8220	cheryl.r.marlow@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

11/23/2016

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date