

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

TO: Chief Procurement Officer

FROM: Third Judicial 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>1. Describe the goods, services or construction:</p> <p>K6122 To provide Guardian Ad Litem and/or legal Services on behalf of children and parents who are parties in Hawaii Revised Statutes, Chapter 587 proceedings; youngsters in Hawaii Revised Statutes, Chapter 571 proceedings; and other miscellaneous hearings which are heard in the Family Courts.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Jennifer D.K. Ng Ng and Patel, LLP</p>	<p>3. Amount of Request:</p> <p>Payment in accordance with amount and type of assigned cases (see attached pay schedule)</p>
<p>4. Term of Contract From: To:</p> <p>January 15, 2017 thru June 30, 2017</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:</p> <p>Ms. Ng has been a licensed and practicing attorney in the State of Hawaii since 1999. Ms. Ng has considerable experience representing clients in criminal prosecution matters with the Third Circuit. Efforts to recruit attorneys through the Request for Proposal process under J16003 in 2015, did not produce enough attorneys to absorb the amount of referrals from the Family Court of the Third Circuit.</p> <p>Due to the shortage of GAL/LC providers in East Hawaii, it is critical for the Judiciary to contract with Ms. Ng</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>Ms. Ng has expressed an interest in becoming a Guardian Ad Litem for the Third Circuit. Due to lack of adequate response to the 2015 RFP J16003 and possible retirements of other contracted attorneys, it was decided by administration and the current presiding Family Court judges, that the need for an experienced contracted GAL was immediate.</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
Aolani Mills	Third Judicial Circuit	322-8726	aolani.m.mills@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/ Aolani Mills

Department/Division/Program Head Signature

12/16/2016

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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

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

\_\_\_\_\_  
Date