

STATE OF HAWAII MAR -4 AM 11:02
REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

STATE PROCUREMENT OFFICE
STATE OF HAWAII

FROM: Labor and Industrial Relations / Disability Compensation
(Department/Division/Agency)

Pursuant to §103D-306, HRS, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following:

Description of goods, services, or construction:

- Four (4) day training seminar entitled "Workers' Compensation for the Hawaii Department of Labor and Industrial Relations".
- Conducted by the National Judicial College from Reno, Nevada, from June 13 - 16, 2005, at the Keelikolani Building in Honolulu.
- Number of employees to be trained: 25

Name of Vendor:	The National Judicial College	Cost:
Address:	Judicial College Building (MS 358) Reno, NV 89557	\$34,024.66 + \$60 for each additional student

Term of Contract:	From: June 13, 2005	To: June 16, 2005	Prior Sole Source Reference No.:
			None.

The goods, services, or construction has the following unique features, characteristics, or capabilities:

- Training program is tailored to meet the needs of Hawaii Workers' Compensation Hearings Officers. Content of the courses will be mutually agreed upon by the National Judicial College (NJC) and the Department of Labor.
- The Disability Compensation Division in the Department of Labor and Industrial Relations conducts high-volume Workers' Compensation administrative hearings. The NJC provides this unique and informative curriculum for high-volume administrative proceedings. The NJC is the premier judicial college in the region with this curriculum which provides valuable instructions which consider current legal precedence.
- Content of the course includes:
 - Case Management: Handling Backlog, Judicial Control, Keeping the System on Track, Leadership
 - Ethical Considerations
 - Handling Persons with Mental Stress, Avoiding Stereotypes, Trial Techniques, Credibility of Lay Witnesses and Experts
 - Evidence: Burden of Proof, Hearsay, Privileges, Opinion Evidence, Documentary Evidence
 - Judicial Writing

REQUEST FOR SOLE SOURCE (Cont.)

How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

See attached.

The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

- There are no other sources that we are aware of for these specific-type of services.
- The National Judicial College conducts a two- week course at its campus in Reno. The cost of travel, ground transportation, and per diem to send 25 Hearings Officers to Nevada would be prohibitive.

Direct questions to: Gary S. Hamada / Administrator Phone: (808) 586-91511

I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.

William B. Belitel MAR - 3 2005
 Department Head or Designee Date

Title (If other than Department Head)

Chief Procurement Officer's comments:

[Empty box for Chief Procurement Officer's comments]

Please ensure adherence to applicable administrative and statutory requirements.

Expenditure may be processed through a purchase order: Yes No . If no, a contract must be executed and funds certified.

APPROVED DISAPPROVED

Chief Procurement Officer Date

Title (If other than Department Head)

Request for Sole Source
National Judiciary College
Addendum

How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

- The Hearings Officers being trained conduct administrative hearings of industrial injury and disability claims for Workers' Compensation (WC) award cases, hears and determines employer's liability for benefits in controverted cases, and determines the extent of payment for disability or medical benefits to disabled workers. There are a total of 26 Hearings Officer positions statewide who perform these hearings; 12 are located in Honolulu and 14 are spread across the Hilo, Kona, Maui, and Kauai field offices.

- The hearings the Hearings Officers perform are high-volume WC administrative proceedings. Consequently, the training must be geared toward policies and procedures that will assist the Hearings Officers to conduct hearings and render decisions in a proper and efficient manner. The four areas being covered (Ethics, Parties of Interest, Evidence, Writing) serves to do just that. By going through this training, the Hearings Officers will be able to conduct hearings and issue decisions that are more confident, consistent, equitable and complete.