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STATE PROCUREMENT OFFICE
NOTICE OF REQUEST TO AMEND AN EXEMPTION
FROM HRS CHAPTER 103D CONTRACT

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Health
Name of Requesting Department

Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:

1. SPO-007, Exemption Reference (PE) Number: 12-074B

2. Vendor/Contractor/Service Provider Name: Kokua Kalihi Valley (Comprehensive Family Services)

3. Describe the goods, services, or construction:
 Kokua Kalihi Valley proposes to 1) support capital improvements at the current WIC clinic including purchasing new video equipment for the education room, new filing cabinets and bookshelves, and consultation to redesign the WIC area to increase privacy and program space; 2) enhance breastfeeding classes including nutritious food for cooking demos, supplies, and translation & interpretation; 3) enhance management technologies and ongoing operations including additional staff training including travel to conference and trainings on the mainland and purchase of nutrition analysis software and a smart board for nutrition education sessions; 4) provide Community Nutrition Educators training including stipend for MPH/nutrition graduate intern for 300 hours.

4. Explain in detail what is being amended:
 The Amendment is for a six-month, no-cost extension to the previously approved Exemption starting from Notice to Proceed to September 30, 2012. The Contract has not been executed yet due to delays in drafting contract, AG review, obtaining Provider signatures, and most recently the receipt of corrected certificate of insurance. The current Time of Performance of the contract is from the Notice to Proceed to and including September 30, 2012. We request to extend this term for six (6) months, to and including March 31, 2013.

5. Amended contract price for this request: ! n/a

6. Explain in detail why the amendment(s) are necessary:
 According to the terms of the grant awarded by the USDA, these Regional Operational Adjustment funds must be expended by the time the closeout for the federal fiscal year is submitted by WIC, no later than March 31, 2013 in this case. If the funds are not expended by March 31, 2013, then they must be returned to the USDA. At the time of submitting this amended procurement exemption, WIC anticipates contract execution within the next month, providing there are no further delays with the paperwork.

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7. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training and 2) who may be contacted for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Department Personnel Name	Division/Agency	Phone Number	Email address
Andrea Takemoto	FHSD/WIC	586-8190	andrea.takemoto@doh.hawaii.gov
Linda Chock	FHSD/WIC	586-8191	linda.chock@doh.hawaii.gov

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.**

Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted:

7/17/2012

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted from the Notice to Proceed date to 03/31/13. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved Disapproved No Action Required

Chief Procurement Officer

Date