



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

12 AUG 28 P3:20

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department of Accounting and General Services
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: 12-132B
2. Vendor/Contractor/Service Provider Name: Adam Jansen, Dkives Consulting

3. Describe the goods, services, or construction: Procure professional services for an Archivist to provide oversight and consultation on the Hawaii State Digital Archives project to ensure the system is designed, built and implemented in accordance with international standards and current best practices for long term, trustworthy preservation of digital records while also serving as the subject matter expert on issues relating to digital preservation systems. The consultant will also interface with the Archives staff, agency project partners, State IT staff and the public to ensure that the functional requirements and satisfaction criteria are documented and achieved. Digital archives protect machine readable records of enduring legal, historical or fiscal value from loss, alteration, deterioration and technological obsolescence in an environment independent from that which produced the records.
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4. Explain in detail what is being amended: The contractor's name is being changed from "Adam Jansen, Dkives Consulting", a sole proprietorship, to "The Praxeum Group, Inc." a corporation that is now registered in the state of Hawaii. In order to execute this contract, we need to have the contractor's name amended.

5. Amended contract price for this request: \$ <u>n/a</u>

6. Explain in detail why the amendment(s) are necessary: For tax purposes, the contractor has just registered his company The Praxeum Group, Inc. in the state of Hawaii. We need the contractor's name amended so we can execute our contract with his company. This contract has already been delayed due to fiscal quarter restrictions placed on spending that have now been settled.
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7. 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/Agency	Phone Number	Email address
Susan Shaner	Archives Division	586-0310	susan.e.shaner@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: 8/29/2012

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:

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


9/10/2012

 Chief Procurement Officer Date

**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
ARCHIVES DIVISION
INTEROFFICE MEMORANDUM**

August 27, 2012

TO: Dean H. Seki
Comptroller

VIA: Kerry Yoneshige 
Business Management Officer

FROM: Susan Shaner 
Archives Administrator

SUBJECT: Request to amend an exemption from HRS Chapter 103D Contract

Our contractor for the Digital Archives project, Adam Jansen is changing his company's name from "Adam Jansen, Dkives Consulting" (a sole proprietorship) to "The Praxeum Group, Inc." Mr. Jansen is making the name change and registering his company in Hawaii for tax purposes.

I have attached SPO-007, the request to amend an exemption from HRS Chapter 103D contract, for your consideration and signature.