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

TO: Chief Procurement Officer

FROM: Project Kealahou, Child and Adolescent Mental Health Division
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: 13-010Ba |
| 2. Vendor/Contractor/Service Provider Name: One Circle Foundation |

3. Describe the goods, services, or construction:

Project Kealahou is a 6-year federally funded SAMHSA grant tasked to provide trainings to the System of Care. Part of our service delivery efforts include an evidence-based program called Girls Circle. We would like to request this non-profit organization called One Circle Foundation, who developed the curriculum to train 40 therapists on Oahu to become certified in the Girls Circle curriculum. This will help ensure sustainability for this program element and include system wide stakeholders opportunities for professional development and assist with Project Kealahou. The training sessions was originally for a two or three day period in December 2012. Due to the delay in getting the contract issued the training period must be rescheduled to a future date to be based on available of the trainers to travel to Hawaii.

4. Explain in detail what is being amended:

The Girls Circle training sessions originally scheduled to occur in December has been revised and will occur in January or February 2013 depending on the availability of trainers.

5. Amended contract price for this request: \$ N/A

6. Explain in detail why the amendment(s) are necessary:

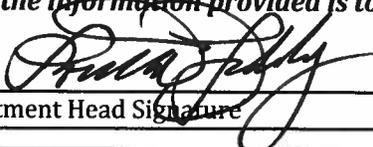
This amended date was caused by the delays in enrolling the vendor into Hawaii Compliance Express, the approval of the initial 103D exemption and the drafting of the contract. The Vendor has already schedule their trainers in other projects and were no longer available to meet the initial planned training period in Hawaii. The Vendor needs a six (6) week lead from the signing of the contract to schedule training. We are unable to schedule actual training period until contract is signed by all parties. This Admendment corrects the original training date to a broader period to schedule the training to a time frame convenient for both parties.

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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
Steven Osa	DOH/CAMHD	733-8386	steven.osa@doh.hawaii.gov
John MacDonald	DOH/CAMHD	733-9338	john.macdonald@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: 12/14/2012

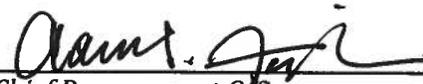
Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 01/01/13 to 02/28/13 and 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 12/21/2012
 Date