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

PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: State Procurement Office  
*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:

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| 1. SPO-007, Exemption Reference (PE) Number: PE13-07                |
| 2. Vendor/Contractor/Service Provider Name: Periscope Holdings Inc. |

3. Describe the goods, services, or construction: License for National Institute of Governmental Purchasing (NIGP) Commodity Code System (5 digit) for the State of Hawaii eProcurement System.
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4. Explain in detail what is being amended: Justification is amended as follows: The code is proprietary. There are 2 other commodity code systems, however, both are very different than the code currently used in Hawaii and currently used by most government agencies in the US. One system addresses the needs of manufacturing primarily and is not suitable to procurement. The other is an international code and is quite different from the NIGP code which is used by the majority of states and other governmental entities. Not using the code system most commonly used in the USA may prevent some vendors from registering for our eProcurement system or may cause the vendor to not register for the appropriate codes. This would result in the vendor not receiving notice of our solicitations thus decreasing competition for goods and services. Price is amended from \$12,900 to \$12,500.
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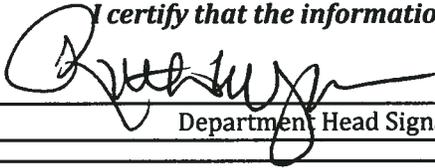
5. Amended contract price for this request: \$ <u>12,500</u>
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6. Explain in detail why the amendment(s) are necessary: Clarification of Justification. Previous justification contained some information that was later discovered to be erroneous. Contract price is also slightly less than originally anticipated. The contract will be for one year. During the year a review will be conducted to ascertain if any alternative commodity code systems have become available and feasible for use.
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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
Bonnie Kahakui	SPO	587-4702	bonnie.a.kahakui@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

3/20/2013

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 3/21/13

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](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 03/13/13 to 03/12/14 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 Kevin Takaesu at 586-0568, or [kevin.s.takaesu@hawaii.gov](mailto:kevin.s.takaesu@hawaii.gov).

Approved     Disapproved     No Action Required



Chief Procurement Officer

3/28/2013

Date