



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

13 APR 23 A7:47

STATE PROCUREMENT OFFICE
 STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Health/Family Health Services Division/MCHB
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: | 10-017-D |
| 2. Vendor/Contractor/Service Provider Name: | Hawaii Community Foundation |

3. Describe the goods, services, or construction:
 The Hawaii Children's Trust Fund (HCTF) was created by HRS 350B to assure the State of Hawaii's eligibility to receive funds from the Child Abuse Federal Challenge Grant, now titled Community-Based Child Abuse Prevention (CBCAP). HRS 350B established the HCTF as a separate fund of the Hawaii Community Foundation with the purpose of strengthening families primarily by the award of grants for primary and secondary prevention activities to prevent child abuse and neglect.

4. Explain in detail what is being amended:
 We are requesting to extend the contract period from June 30, 2013 to July 31, 2013. The contract amount and scopes of services will remain the same.

5. Amended contract price for this request: \$ 0.00

6. Explain in detail why the amendment(s) are necessary:
 The change in the term of the contract is needed to provide the Contractor sufficient time to complete services.

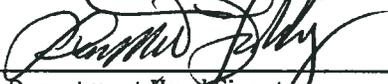
RT92

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
Gordon Takaki	FHSD/PHAO	(808) 733-8365	gordon.takaki@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 Lead Signature

4/25/13

 Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/25/13

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:

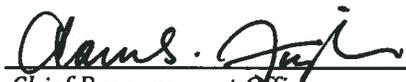
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

This request is disapproved as department failed to comply with the CPO requirements provided in PE-10-017DBa2 for posting the award on the Awards Reporting System. Failing to comply with CPO requirements, procurement circulars and directives, the Hawaii Public Procurement Code and its administrative rules are procurement violations. Department shall submit form SPO-016, *Report of Procurement Violation: Findings and Corrective Actions and/or Request for After-the-Face Payment Approval*, to explain why the department failed to post the award as required by the CPO comments of PE-10-017DBa2.

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 5/3/2013
 Date