



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

13 MAY -8 A10:34

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Dept. of Business, Economic Development & Tourism  
*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: PE12-130Bal

2. Vendor/Contractor/Service Provider Name: Japan-America Society of Hawaii

3. Describe the goods, services, or construction:

The Hawaii-Ehime Anniversary Sister-State Commemorative events are planned to be held in Hawaii and Ehime in 2012 and 2013. The Hawaii-Ehime Sister-State Committee designates the Japan American Society of Hawaii (JASH) as its partner to plan and implement activities related to the Hawaii-Ehime Sister-State relationship. Such events and activities may include conducting business seminars and/or facilitating government-to-government meetings related to economic development; commemorative gifts in honor of the anniversary events; hosting visiting delegations including government officials and business representatives that support the sister-state relationship; educational exchanges between schools and/or students from Hawaii and Ehime Prefecture; hosting protocol events in Hawaii or Ehime; other special events and activities to be developed by the Hawaii-Ehime Sister-State Committee in collaboration with JASH.

4. Explain in detail what is being amended:

Term of Contract: June 1 2012 - December 31, 2013

5. Amended contract price for this request: \$ \$20,000.00

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

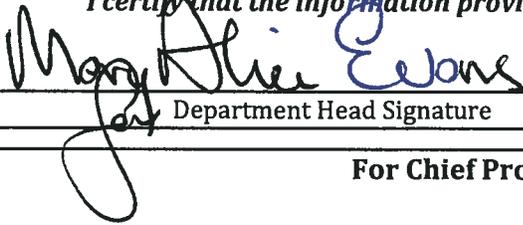
This request includes funds appropriated by the Hawaii State Legislature for FY 2013.

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
Dennis T. Ling *	BDSB	587-2755	dling@dbedt.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

5-7-13

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 5/8/13

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:

This request is disapproved as department failed to comply with the CPO requirements provided in PE-12-130Ba1 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.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

Approved

Disapproved

No Action Required

  
 Chief Procurement Officer Date