



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

13 APR 23 A 7:47

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:

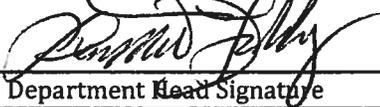
The change in the term of the contract is needed to provide the Contractor sufficient time to complete services.

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 Head Signature

4/25/13
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/29/13

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:

PE-10-017Ba3 was disapproved due to department's failure to comply with CPO requirements provided in PE-10-017Ba2. In response, department submitted PV-13-096B which was approved based on the department complying with the posting requirement and implementing corrective action. This request is approved for the period 07/01/13 to 07/31/13 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. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

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 Signature

7/1/2013
Date



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

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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:

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2. Vendor/Contractor/Service Provider Name: Hawaii Community Foundation

3. Describe the goods, services, or construction:
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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 Head Signature

4/23/13
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/23/13

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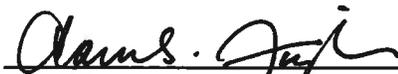
state.procurement.office@hawaii.gov

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

RE: PV13-096B, Hawaii Community Foundation

Gordon K Takaki

to:

Bonnie A Kahakui

06/27/2013 02:38 PM

Hide Details

From: Gordon K Takaki/DOH@DOHEXCH

To: Bonnie A Kahakui/dags@DOHMAIL,

Hi Bonnie,

Yes, I checked with the Program and we still want the term of the contract to July 31, 2013. Thank you.

Gordon

From: Bonnie A Kahakui/dags@DAGS@STATEHIUS@DOHMAIL **On Behalf Of** Bonnie A Kahakui/dags@DOHMAIL

Sent: Thursday, June 27, 2013 12:13 PM

To: Takaki, Gordon K

Subject: PV13-096B, Hawaii Community Foundation

Hi Gordon,

I am reviewing the PV for the above named subject. Do you still want the term of contract to 7/31/2013 since it is always the end of June?

Mahalo

Bonnie Kahakui

State Procurement Office

Phone: (808) 587-4702

Fax: (808) 586-0570

CHECKLIST FOR CPO REVIEWS (rev 11-29-2012)

103D 103F

Reference NO. PEID-D17DB94

Scanned by clerical for website posting _____
Posted to website _____

Signature Verified <input checked="" type="checkbox"/>	Date Stamped <input checked="" type="checkbox"/>	SUSPENSE: <u>7/11/13</u>					
Request signed by: <u>Loraha Trudley</u>	<input type="checkbox"/> SPO-001/B <input type="checkbox"/> SPOH-500	<input type="checkbox"/> SPO-002 <input type="checkbox"/> SPOH-600	SPO-003 Contract Extension	<input checked="" type="checkbox"/> SPO-007/B <input type="checkbox"/> SPOH-150	<input type="checkbox"/> SPO-014 Restrictive Specs	<input type="checkbox"/> SPO-015 Alt Proc	<input type="checkbox"/> SPO-016 Violation
Note: Attach single request; discard multiple copies.							
Does request need to be posted? If YES, attach copy of posting				no			
When posting, verify the \$\$\$ amount is correct. (If not correct amount, posting does not meet the 7 days requirement if amount is incorrect.)							
Verify contract term DATES, if applicable. Is start date for contract/award correct? Is end date for contract correct?				no.			
Is contract/award limited to 1 year? Yes or no							
Are individuals identified responsible for this procurement? If yes, where on form or attach list and responsibility. If no, need to obtain this information and attach							
Does staff conducting/participating in this procurement need written delegated authority? Yes or no. If yes, do they have any?							
Mandatory training completed? Yes or no. If no, need to find out why and document				✓			
If no written delegated authority/training, did individuals know about delegation and training if not compliant? How did you receive this information and by whom? E-mail? Telephone conversation-need date and time?							
Does HRS 103D-310(c) & HAR section 3-122-112 apply? Yes or no. If yes, include in CPO comments				yes			
Payment by pCard/P.O. (Sole Source) yes/no							
Cost/Pricing Data - does this apply? Yes or no. If yes, include in CPO comments							
Is approval limited to one year? Yes or No. If yes, does it need to be included in CPO comments?							
Required posting on Awards Reporting System? Yes or no. If yes, include in CPO comments				yes			
Verify HCE compliance				yes			



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: HAWAI'I COMMUNITY FOUNDATION

DBA/Trade Name: HAWAI'I COMMUNITY FOUNDATION

Issue Date: 06/27/2013

Status: Compliant

Hawaii Tax#: W20398436-02

FEIN/SSN#: XX-XXX1283

UI#: XXXXXX2027

DCCA FILE#: 69643

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
	The entity is not in compliance with the requirement and should contact the issuing agency for more information