STATE PROCUREMENT OFFICE

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

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STATE PROCUREMENT OFFICE FILE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DOH/TSP/CDMC/Tobacco Prevention and Education Program
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: 14-006K

2. Vendor/Contractor/Service Provider Name: National Cinemedia, LLC

3. Describe the goods, services, or construction:
Monthly on-screen advertisement in theatres for teens/youth regarding tobacco/smoking and other health issues.

4. Explain in detail what is being amended:

Amending the original amount of $47,470.00 to $51,478.00. Additional funds need to be added to include change-out fees for the ads.

8.4% increase

5. Amended contract price for this request: $ 4,008.00

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

Tobacco Prevention and Education Program (TPEP) and Tobacco Settlement Project (TSP) will do a collaborative media communications plan based on the needs of populations we serve to reach state health objectives by sharing media space.

- o TSP "Rethink Your Drink" booster session will use three months of mall ad space
- o TPEP media campaign will be slotted in by February 2014
- o TSP chronic disease prevention messages will be slotted in by May 2014

similar to PE 13-089 BKa2

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
Lola Irvin* LAO	TSP	586-4488	lola.irvin@doh.hawaii.gov
Lila Johnson	TPEP	586-4662	lila.johnson@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.

for Department Head Signature _____ Date _____

For Chief Procurement Officer Use Only

Date Notice Posted: 12/9/13

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:

Approval is granted with the understanding the TSP chronic disease prevention messages will be designed for the same targeted group as the original exemption was intended for and is for the solicitation process only, HRS section 103D-3109(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.

☒ Approved ☐ Disapproved ☐ No Action Required

Chief Procurement Officer _____ *Date* 12/27/13