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

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department of Public Safety, Health Care Division, Mental Health Branch
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: PE13-080B
- 2. Vendor/Contractor/Service Provider Name: Western Interstate Compact for Higher Education (WICHE)

3. Describe the goods, services, or construction:
 American Psychological Association approved rotational, consortium model, internship program for Doctoral interns in Psychology serving in correctional facilities. This is the Hawaii Psychology Internship Collaborative (HIPIC) specialized new consortium model doctoral internship program. The only similar program existing in the United States is in Alaska. The consortium model includes several state agencies in Hawaii - the Department of Public Safety, the Department of Health - Child and Adolescent Division and the Department of Education.

4. Explain in detail what is being amended:
 Increase from original \$40,000 exemption amount to \$55,000.

5. Amended contract price for this request: \$ \$55,000

6. Explain in detail why the amendment(s) are necessary:
 The increase in resources covers a \$2,000 increase in intern stipends plus the \$13,000 to support the work of both applying for and conducting mock surveys toward acquiring site certification by the American Psychological Association. This certification places Hawaii in a pool to attract the best and brightest psychology interns from a nation-wide pool, since being trained at an APA approved internship site is considered to be a premier certification for doctoral interns.

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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
Marc Yamamoto <i>msy 12/19/13</i>	HCD/PSD	587-1215	<u>Marc.S.Yamamoto@hawaii.gov</u>

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.

[Handwritten Signature]

12/23/13

Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: *1/07/2014*

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 to increase the contract amount from \$40,000 to \$55,000.

Approved Disapproved No Action Required

[Handwritten Signature]

1/14/14

Chief Procurement Officer

Date

P.E. 13-080Ba.1



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: Western Interstate Commission for Higher Education

DBA/Trade Name: WICHE

Issue Date: 12/19/2013

Status: Compliant

Hawaii Tax#:
FEIN/SSN#: XX-XXX8945
UI#: No record
DCCA FILE#:

Status of Compliance for this Vendor on issue date:

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

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
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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