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

STATE ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

15 MAR -3 P 3:22

TO: Chief Procurement Officer
FROM: State Procurement Office
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: PE13-071Ka2
2. Vendor/Contractor/Service Provider Name: Periscope Holdings, Inc.

3. Describe the goods, services, or construction:
License for National Institute of Governmental Purchasing (NIGP) Commodity Code system (5 digits) for the State of Hawaii eProcurement System - HiePRO.

4. Explain in detail what is being amended:
The current approval, PE13-071Ka2 is due to expire on 3/12/2015. SPO is requesting approval to extend the approval date for an additional 12 months for the period March 13, 2015 to March 12, 2016.

5. Amended contract price for this request: \$12,500

6. Explain in detail why the amendment(s) are necessary:
The NIGP Code is the standard taxonomy for classifying commodities and services for 33 states and thousands of local entities within North America (utilized by entities in 47 states, plus the District of Columbia, Canada, and Puerto Rico). Other industry codes include the United Nations Standards Products and Services Code (UNSPSC), the North American Industry Classification System (NAICS), and the Harmonized System (HS) not as commonly used or updated systemically. Regular updating is necessary to identify goods and services to be purchased. The NAICS addresses the needs of primarily the manufacturing community and not as suitable or intuitive for government procurement. The NIGP code was used by HePS from 2008 to 2013 and the code vendors are most familiar with. The current eProcurement System, HiePRO has only been in full implementation for 13 months (since January 2014). SPO is looking at alternatives to the NIGP codes, which may include the UNSPSC and NAIC. If a new commodity code system is determined more appropriate, the transition will take time in research, development, and training. Additionally, vendors will be required to re-register. Changing commodity codes without an adequate transition plan and time may result in vendors not receiving e-mail notifications or registering for the appropriate codes resulting in less competition.

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
Bonnie Kahakui*	SPO	587-4702	<a href="mailto:bonnie.a.kahakui@hawaii.gov">bonnie.a.kahakui@hawaii.gov</a> <i>2/25/15</i>
Mara Smith	SPO	587-4704	<a href="mailto:mara.smith@hawaii.gov">mara.smith@hawaii.gov</a> <i>15 2/25/15</i>

**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]*

Department Head Signature

*9 PM*  
*3.7.15*

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 3/16/15

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:

Approval is granted for the period 03/13/15 to 03/12/16 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 provide proof of compliance) and award is required to be posted on the Awards Reporting System. Copies of the compliance and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Kevin Takaesu at 586-0568, or [kevin.s.takaesu@hawaii.gov](mailto:kevin.s.takaesu@hawaii.gov).

Approved     Disapproved     No Action Required

*[Handwritten Signature]*

Chief Procurement Officer

*3/27/15*

Date