



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

15 MAR 30 A8:40

ADMINISTRATION  
 STATE PROCUREMENT OFFICE  
 STATE OF HAWAII

TO: Chief Procurement Officer  
 FROM: Department of Commerce and Consumer Affairs  
 \_\_\_\_\_  
*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: PE 14-052D  
 2. Vendor/Contractor/Service Provider Name: The National Theatre for Children, Inc.

3. Describe the goods, services, or construction:  
 Elementary students will receive explicit information they can use to make positive choices regarding financial literacy through a combination of live performances, student workbooks, and in-class discussion. NTC will deliver a behavior-driven, multiplatform, in-school financial literacy curriculum to elementary schools throughout DCCA's service areas as part of a Financial Education Campaign. The program will consist of focused messaging on financial literacy, utilizing a custom-designed program that involves live performances by professional actors, printed curriculum, student workbooks and exercises, digital games & activities, and in-class discussion and homework assignments.

4. Explain in detail what is being amended:  
 The scope of services will be changed to include performances in ten schools in the 2015-2016 school year. The compensation and payment schedule will be increased by \$24,410 for a grand total of \$61,025. And the time of performance will be extended to June 30 2016 to encompass the 2015-2016 school year.

5. Amended contract price for this request: \$ ~~61,025~~ 24,410 date 5/1/15

6. Explain in detail why the amendment(s) are necessary:  
 The amendment is necessary to include the 2015-2016 school year and the change in amount to include the additional performances in ten schools.

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
Jacqueline Choy	Director's Office	586-2760	jchoy@dcca.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.

*Catherine P. Awa-L-Colon*

Department Head Signature

3/27/2015

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: **3-31-15**

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:**

This approval is granted with the understanding that the department has determined that the vendor is still the single provider for the desired services (see attached). This approval is for the period 6/30/15 to 6/30/16 and is for the solicitation process only. The department is advised that prior to subsequent requests for exemption from HRS103D for the purchase of a live, in-school educational performance, if any, to release a "Request for Information" as part of its market research.

Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e., vendor is required to provide proof of compliance) for all contracts awarded and the 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 Donn Tsuruda-Kashiwabara at 586-0565, or donna.tsuruda-kashiwabara@hawaii.gov.

Approved

Disapproved

No Action Required

*[Signature]*  
Chief Procurement Officer

5/20/15

Date



DAVID Y. IGE  
GOVERNOR  
SHAN S. TSUTSUI  
LT. GOVERNOR

STATE OF HAWAII  
OFFICE OF THE DIRECTOR  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
335 MERCHANT STREET, ROOM 310  
P.O. Box 541  
HONOLULU, HAWAII 96809  
Phone Number: 586-2850  
Fax Number: 586-2858  
cca.hawaii.gov  
March 27, 2015

CATHERINE P. AWAKUNI COLÓN  
DIRECTOR  
JO ANN M. UCHIDA TAKEUCHI  
DEPUTY DIRECTOR

**MEMORANDUM**

TO: Catherine P. Awakuni Colón  
Director

THROUGH: Christine Hirasu *CH*  
Communications Officer

FROM: Jacqueline Choy *JC*  
Consumer Protection Education Specialist

SUBJECT: Contract Amendment

This is to request your approval to amend the current contract with The National Theatre for Children, Inc. The amended contract will extend the contract period for one year to June 30, 2016 to include the 2015-2016 school year and increase the cost by \$24,410 for an additional ten schools. The total cost of the contract is \$61,025.

Thank you for your attention to this request.

APPROVED       DISAPPROVED

*Catherine P. Awakuni Colón*  
\_\_\_\_\_  
CATHERINE P. AWAKUNI COLÓN

Date: \_\_\_\_\_

PE14-0520a1

Request to Amend an Exemption from HRS Chapter 103D Contract 3/27/15  
PE-14-052D

An Exemption from HRS Chapter 103D was granted on April 17, 2014 for The National Theatre for Children, Inc. to provide the Department of Commerce and Consumer Affairs a financial education program to be run statewide. The program provided both a financial education curriculum and live theatrical performances to educate Hawaii's students on the importance of money and how to save.

The work that was requested was of such a specialized nature that there was only a single source, by virtue of experience, expertise, proximity to the project and ownership of intellectual property rights, which could satisfactorily provide the service.

On March 27, 2015, the Director of Commerce and Consumer Affairs authorized the extension of the program through the 2015-2016 school year and would like to amend the contract and the exemption from HRS Chapter 103D. The amendments would include the compensation and payment schedule, the scope of services and the time of performance.

Since a year has passed from the initial exemption approval, we conducted an online search of companies that provide financial education to affirm that the NTC is still the only source for this type of program. In our research, we found a number of programs that provided only written curriculum or programs that provided only theatrical programs, but only one that provided a developed and tested curriculum, theatrical performances, student workbooks, teacher guides, internet links, and posters directly related to teaching elementary school children about financial education.

The research produced programs from several national organizations. The FDIC program called *Money Smart for Youth* for ages 5-8 and 12-20 was found to be a free financial education instructor-led curriculum to learn about banking and money. *Practical Money Skills*, another free program, provides lesson plans on personal finance for teachers of elementary schools children. Junior Achievement created a free financial education curriculum call *JA More than Money* that teaches money-management skills to better understand the role and importance of money. This JA concept is close to Showdown at Cash Canyon, however, the theatrical performance component of the program was missing in this as well as all the other financial education programs mentioned. Even the National Education Association provides financial education curriculum for teachers, but without the theatrical component necessary to fulfill DCCA's needs.

An additional search was done to find theatrical groups that provide financial education. Honolulu Theatre for Youth was found to provide in-school performances. The educational topics of the performances did not include financial education, but dealt with subjects of kindness, courage, and the quest for life's ultimate answer. Another local company, Ohia Productions, also provided in-school theatrical performances. Ohia Productions *Touring Program* sends small troupes of actors to schools to provide a fun way of instilling environmental awareness. Another of its educational programs, *Story Surfers*, provides topics that highlight the importance of reading. The theatrical performances provided by these two local production companies are not accompanied by written curriculum that directly relates to what the students experience during the performance and its topic is not financial literacy.

The final search of both financial education and theatrical performances in elementary schools, yields The National Theatre for Children and their programs across the country from New York to Texas and up to North Dakota. Since the NTC is already contracted for the 2014-2015 school year, it seems reasonable to extend the contract to expand the current tour to additional schools across the state for the 2015-2016 school year to broaden our reach into economically challenged communities across the state.