



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

15 JUN 23 P1:03

TO: Chief Procurement Officer
FROM: Chronic Disease Prevention and Health Promotion Division (CDPHPD)
Name of Requesting Department

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

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: PE14-075S
2. Vendor/Contractor/Service Provider Name: National Cinemedia, LLC

3. Describe the goods, services, or construction: On-screen advertisements containing primary prevention messages (physical activity, nutrition and tobacco) for teens/youth.
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4. Explain in detail what is being amended: Amending the original amount of \$48,018.00 to \$59,289.00.
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5. Amended contract price for this request: \$ 11,271.00
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6. Explain in detail why the amendment(s) are necessary: The amendment is necessary to cover payments that were intended for the previous contract (#60742) period but paid out of this contract period's purchase order (#205090). Previous purchase order was closed before all payments were made.
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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
Lola H. Irvin <i>LHI</i>	CDPHPD	586-4481	lola.irvin@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.

Virginia Pressler

 Department Head Signature

JUN 23 2015

 Date

For Chief Procurement Officer Use Only

Date Notice Posted: 6/25/15

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

Chief Procurement Officer (CPO) Comments:

This request is disapproved as it does not meet the requirements to amend an exemption from HRS Chapter 103D pursuant to HAR §3-120-5(d). The department shall submit form SPO-016, Report of Procurement Violation: Findings and Corrective Actions and/or Request for After-the-Fact Payment Approval for payment to a previous contract.

If there are any questions, please contact Stanton Mato at 586-0566, or email stanton.d.mato@hawaii.gov.

Approved Disapproved No Action Required

[Signature]

 Chief Procurement Officer

6/30/15

 Date