



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

RECEIVED BY
STATE PROCUREMENT OFFICE
10/13/2015

TO: Chief Procurement Officer
FROM: Public Safety
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: 15-016B
2. Vendor/Contractor/Service Provider Name: Herbert Gupton, PhD.

3. Describe the goods and/or services:
A Hawaii Licensed Psychologist, that is American Board Of Professional Psychology certified in the specialty of Police and Public Safety Psychology to conduct pre-employment suitability and psychological evaluations of Deputy Sheriff applicants. The screening and evaluation occurs at two distinct phases of the hiring process: 1. pre-conditional offer, which requires the review of standardized screening instruments to determine if the applicant is suitable for further consideration; and 2. post-conditional offer, which requires the review of psychological assessments and tests to include a face-to-face interview with the applicant. Both phases require written reports be submitted to PSD with conclusions and recommendations as to suitability for employment as a law enforcement officer.

4. Explain in detail what is being amended:
The period of performance is being amended to April 29, 2016 (180 calendar days) to include the current recruitment of law enforcement applicants.

5. Amended contract price for this request: \$ \$261,196.00

6. Explain in detail why the amendment(s) are necessary:
The Department has issued a request for proposals solicitation (PSD 16-PERS-08) on October 2, 2015 with proposals due November 2, 2015. A contract for the solicitation will not be executed by early November 2015.
The Department is currently in the recruitment process with the first phase or pre-conditional offer screening to start early November 2015. Once started the assessment and evaluation procedures need to be consistently administered.

Chief Procurement Officer

Date