



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

TO: Chief Procurement Officer  
FROM: DOH/CDPHPD/PPB/Tobacco Prevention and Education Program  
*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: 16-050SKa1
2. Vendor/Contractor/Service Provider Name: Hawaii Public Health Institute dba Coalition for a Tobacco-Free Hawaii/H

3. Describe the goods and/or services: The Hawaii Public Health Institute dba Coalition for a Tobacco-Free Hawaii/Healthy Communities Hawaii provides fiscal and logistical administration for the implementation of a community-based tobacco control coalition intervention project as recommended by the Centers For Disease Control and Prevention (CCDC) Best Practices.
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4. Explain in detail what is being amended: Add funding for years 2, 3, and 4. See below • Year 2: 3/29/2017 to 3/28/2018: \$200,000 • Year 3: 3/29/2018 to 3/28/2019: \$200,000 • Year 4: 3/29/2019 to 3/28/2020: \$200,000
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5. Amended contract price for this request: \$ <u>\$600,000.00</u>
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6. Explain in detail why the amendment(s) are necessary: In the SPO-007 PE16-050SKa1, Section 3. Amount of Request: there was an error of omission in the exemption amount wherein the amount of \$ 200,000 is not the total for the four year period. The amount should represent \$ 200,000 for each year.
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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	CDPHPD	586-4481	lola.irvin@doh.hawaii.gov
Lila Johnson	TPEP	586-4662	lila.johnson@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.*

*[Handwritten Signature]*  
 For Department Head Signature

SEP 20 2016

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 9/21/2016

Submit written objection to this notice to issue an exempt 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 based on the department's representation that the additional funding of \$600,000 was erroneously left out in the prior PE16-050SKa1 request and is necessary to fund the department's 4-year partnership with the Hawaii Public Health Institute, until 3/28/2020, to provide administrative and management services to fulfill the goals of the project and that procurement by competitive means for services required would not be advantageous as no other provider would be able to financially provide a 33.3% matching contribution to augment this effort.

Approval 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 may use the Hawaii Compliance Express) for all contracts awarded and the award is required to be posted on the Awards Reporting System. Copies of the compliance verification and the award posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.

Approved     Disapproved     No Action Required

*[Handwritten Signature]*  
 Chief Procurement Officer

10/10/16  
 Date