



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

ADMINISTRATION
 STATE PROCUREMENT OFFICE
 STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DBEDT/Creative Industries Division (CID)
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: | 16-057C |
| 2. Vendor/Contractor/Service Provider Name: | Michael A. Palmieri dba Michael Andres Palmieri |

3. Describe the goods and/or services:
 DBEDT and its Creative Industries Division (CID) developed the Creative Lab Hawaii (CLH) program in 2012 to increase results-driven exports in the creative sectors of screenwriting, producing, broadband/new media, interactive media, fashion design and music. Through CLH, DBEDT has expanded opportunities in the entrepreneurial ecosystem. With increased funding from the Legislature in FY15 and matching funds from the U.S. Department of Commerce, Economic Development Administration (EDA), CID issued an RFP for coordination and implementation of the CLH program in FY15 for a period of 18 months and the contract was awarded on June 29, 2015 to implement all aspects of the program. CLH is currently in FY16-17 implementation phase of the 4 tracks of the program launched in Spring 2016.

4. Explain in detail what is being amended:
 The **amount** of the request is being **amended** from \$230,000.00 to \$229,530.00 so the new contract amount will be the same as the previous contract. In addition, the **term** of the contract is being **amended** from 6/1/16 - 6/28/17 to ~~11/1/16 - 10/31/17.~~
11/18/16 - 11/17/17.
SAMW 10/25/16

5. Amended contract price for this request: \$ \$229,530.00

6. Explain in detail why the amendment(s) are necessary:
 The primary reasons for the delay in executing the contract are as follows: a. Due a family situation. Mr. Palmieri was out of the country for an extended period of time; and b. Due to the resulting delay, the delivery of the program has been delayed to Calendar Year 2017.

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
Georja Skinner	CID	586-2364	georja.skinner@hawaii.gov
David Nada	CID/ACDB	587-2754	david.i.nada@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.

Mary Alice Evans
 Department Head Signature

10-6-16
 Date

For Chief Procurement Officer Use Only

Date Notice Posted: 10/25/16

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 for the period 11/18/2016 to 11/17/2017. This approval is based on the understanding that the revised contract term will allow Creative Lab Hawaii to plan and complete the proposed program by 11/17/2017. This 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) and the award is required to be posted on the Awards Reporting System. Copies of the compliance and the awards posting are required to be documented in the procurement/contract file.

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

Approved Disapproved No Action Required

[Signature]
 Chief Procurement Officer

10/28/16
 Date