



# STATE PROCUREMENT OFFICE NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT

14 JUN 10 P3:20

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer  
FROM: Land and Natural Resources - Office of the Chairperson  
*Name of Requesting Department*

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests an amendment to sole source approval as follows:

1. SPO-001, Sole Source Reference (SS) Number: SS14-0185

2. Vendor/Contractor/Service Provider Name: Beneficial Design, Inc.

3. Describe the goods, services, or construction.  
Beneficial Designs Inc. is the sole manufacturer and sole distributor of HETAP/UTAP course material and products. HETAP/UTAP documents the actual conditions of outdoor natural and constructed trail environments. Divisions, land managers, and programs can utilize this product to record, monitor, improve, and maintain features along outdoor trails and routes.

4. Request to amend is submitted in order to:

Revise the scope of services for the contract as follows:

Increase contract price by 10% or more:  
Original Contract Price: \$13,852.00                      Amended Contract Price: \$23,049.94

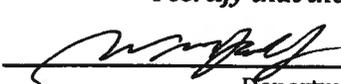
5. Explain in detail why this/these amendment(s) is/are necessary.  
Initial procurement of the product by the Maui NAH Program is effective in assessing conditions of outdoor recreation trails and routes. This amendment is necessary to purchase a second product for other Department's programs to make consistent assessments and data collection to create required informational signs of trails and routes to comply with the ADA.

6. 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	E-mail Address
Carrie Nohara*	DLNR-DOFAW	(808) 873-3508	Torrie.L.Nohara@hawaii.gov

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

*All requirement/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.*

 \_\_\_\_\_                      6/10/14  
Department Head Signature                      Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 6/9/14

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

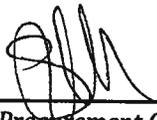
**Chief Procurement Officer (CPO) Comments:**

Approval is granted to increase the contract price from \$13,852.00 to \$23,049.94 for other Department's programs to make consistent assessments and data collection to create required informational signs of trails and routes to comply with the ADA. 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 be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Sole source contracts in excess of \$100,000 require cost or pricing data pursuant to HAR chapter 3-122, subchapter 15 and copies of the HCE certificate and 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

  
Chief Procurement Officer Signature

6/10/14  
Date