



STATE PROCUREMENT OFFICE
NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT

TO: Chief Procurement Officer
FROM: Department of Business, Economic Development & Tourism
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: SS16-019C
2. Vendor/Contractor/Service Provider Name: U.S. Japan Council (USJC)
3. Describe the goods, services, or construction.
See SS16-019C for the description of goods and services. - No Changes.

4. Request to amend is submitted in order to:

Revise the scope of services for the contract as follows:
Amend the Time of Performance: Please amend the term of contract to; June 15, 2016 to June 14, 2017.

Increase contract price by 10% or more:
Original Contract Price: _____ Amended Contract Price: _____

5. Explain in detail why this/these amendment(s) is/are necessary.
New board of directors required additional time to consider contract drafts.

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.)

Department Personnel Name	Division/Agency	Phone Number	E-mail Address
Dennis T. Ling	BDS	587-2755	dennis.t.ling@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.*

Mary Alice Evans Department Head Signature 4-8-16 Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/13/16

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:

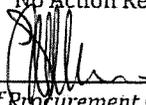
Approval is granted to change the contract term from 5/1/2016 - 4/30/2017 to 6/15/2016 - 6/14/2017. This approval is for the solicitation process only. HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e., vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) and the award is required to be posted on the Awards Reporting System. Copies of compliance and the awards posting are required to be documented in the procurement/ contract file.

If there are any questions, please contact Carey Ann Sasaki at 586-0575, or careyann.r.sasaki@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature 4/18/16
Date