

STATE PROCUREMENT OFFICE
NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT

TO: Chief Procurement Officer

FROM: DBEDT/SID
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: SS16-042C
2. Vendor/Contractor/Service Provider Name: Hawaii Science Bowl
3. Describe the goods, services, or construction.
The Hawaii Science Bowl is a once-a-year event, as well as the name of the non-profit organization whose sole pupose is to plan and carry out the Hawaii Science Bowl. It is a non-profit organization consisting solely of volunteers. The Hawaii Science Bowl is the sole qualifying event which allows participants to attend the National Science Bowl sponsored by the U.S.

4. Request to amend is submitted in order to:
 Revise the scope of services for the contract as follows:
Please see attached page
 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.
Because the second place team was unable to utilize the funds, an amendment is necessary to re-purpose the funding to be used for the student's benefit. If approval is not granted to re-purpose the funding, the Hawaii Science Bowl will be unable to access any of the appropriated funding for FY16 from the Hawaii State Energy Office.

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
Susan Gray-Ellis*	SID/DBEDT	587-9002	susan.gray-ellis@hawaii.gov
Mark Glick	SID/DBEDT	587-3812	mark.b.glick@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 6-3-16 Date

For Chief Procurement Officer Use Only

Date Notice Posted: 6/7/16

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:

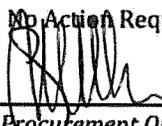
Approval is granted to change the scope of work to provide training for the benefit of Hawaii Science Bowl participants for period 7/15/2016 to 12/31/2016. This approval is for the solicitation process only. HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e., vendor is required to provide 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 Date 6/15/16

State Procurement Office
Notice of Amendment to Sole Source Contract

Continuation reference no. SS16-042C

4. Request to amend is submitted in order to:

Revise the scope of services for the contract as follows:

SPO granted approval on 4/1/16 for \$2,500.00 to be used by the second place team to travel to a neighbor island to visit science-related sites. However, the second place team was not able to organize travel prior to the end of this academic year and therefore, could not use the funds. Consequently, the Hawaii Science Bowl is requesting to re-purpose these funds to hire a trainer to provide instruction to the coaches of the student teams so that the coaches can better assist the students. The funds would also be used to cover other costs related to training the coaches: airfare for neighbor island coaches, venue and equipment costs, supplies, as well as any other related costs. The term of contract is also being changed from 4/1/16 to 6/30/16 to 7/15/16 to 12/31/16.