



**STATE PROCUREMENT OFFICE
NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT**

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: DOH/AMHD/Mental Health Transformation SIG 07
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: 12-021-B
2. Vendor/Contractor/Service Provider Name: Trilogy Integrated Resources, LLC
3. Describe the goods, services, or construction. Trilogy Integrated Resources, LLC shall provide maintenance services for the Hawaii Network of Care (NOC) website. Services include, but are not limited to, providing daily and quarterly reports on website use, updates and upgrades of the website, etc.

4. Request to amend is submitted in order to:
<input checked="" type="checkbox"/> Revise the scope of services for the contract as follows: Extend term of contract for four (4) months (6/1/2012 to 9/29/2012)
<input type="checkbox"/> Increase contract price by 10% or more: Original Contract Price: _____ Amended Contract F _____

5. Explain in detail why this/these amendment(s) is/are necessary. SPO-001, sole source no. 12-021-B, was approved from 10/6/11 to 5/31/12. The Mental Health Transformation SIG was extended to 9/29/12. This contract has yet to be executed & the contractor needs the additional four (4) months to complete services.

6. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; 2) completed mandatory training and 3) who SPO may contact for follow up inquiry, if any.
(Type over "example" and delete cells not used.)

Department Personnel Name	Division/Agency	Phone Number	E-mail Address
Janet Iraha	MHT SIG	453-6619	janet.iraha@doh.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.*

Department Head Signature

2/23/12

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 2/27/2012

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:

Prior approval was granted on 10/12/11 with the expectation that the department execute a contract in a timely manner. Request is disapproved as department has not provided sufficient explanation for the non-execution of the contract.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved

Disapproved

Ann S. Jaja 3/5/2012
Chief Procurement Officer Signature Date