



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: DHS/Vocational Rehabilitation and Services for the Blind D
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: 11-010-B
2. Vendor/Contractor/Service Provider Name: Statewide Independent Living Council of Hawaii
3. Describe the goods, services, or construction. Perform the functions of the Statewide Independent Living Council (SILC) of Hawaii as required by the Rehabilitation Act as amended.

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: \$338,800.00 Amended Contract Price: \$632,705.00

5. Explain in detail why this/these amendment(s) is/are necessary. Extension of funds for an additional year of service. (Although term of contract on initial request for Sole Source was for three years, funding amount was allocated at only two.)

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.)

Table with 4 columns: Name, Division/Agency, Phone Number, E-mail Address. Rows include Susan Foard and Lorene Gokan.

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 Date 9/6/12

For Chief Procurement Officer Use Only

Date Notice Posted: 9/10/12

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:

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. Failing to comply with CPO requirements, procurement circulars and directives, the Hawaii Public Procurement Code and its administrative rules are procurement violations.

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

Approved Disapproved

Adams. J. J. 10/10/2012
Chief Procurement Officer Signature Date

DEPARTMENT OF HUMAN SERVICES

MEMORANDUM

DATE: August 28, 2012
TO: State Procurement Office
FROM: Susan Foard, Vocational Rehabilitation Assistant
Administrator *SF*
RE: Request for reconsideration and approval to the
Amendment to Sole Source;
Statewide Independent Living Council (SILC) of Hawaii

Response to CPO Comments dated 8/08/12

1. Vendor is non-compliant on Hawaii Compliance Express ✓ *9/10/12 obj*
To date, SILC of Hawaii is listed as non-compliant on HCE. We are enclosing correspondence between SILC of Hawaii and the IRS indicating compliance with the IRS.
2. SPO -036 – Written Delegation for Lorene Gokan ✓
SPO-036 was approved for Lorene Gokan on or around 9/15/2011. A ✓
copy of the document and transmittal form was sent to SPO earlier this month.
3. Posting of Awards
The previous award was not posted due to an oversight. VRSBD ✓
continues to review the procurement process to ensure compliance with all SPO requirements. We are enclosing documentation of the awards posted on 8/23/12.