



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

TO: Chief Procurement Officer  
 FROM: Office of Hawaiian Affairs - Research & Evaluation  
*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: 24-07
2. Vendor/Contractor/Service Provider Name: DL Consulting Limited
3. Describe the goods, services, or construction. Hosting, backup, support, maintenance and upgrade of the OHA Papakilo and Kipuka databases.

4. Request to amend is submitted in order to:
<input checked="" type="checkbox"/> Revise the scope of services for the contract as follows: See attached Papakilo / Kipuka Proposal for the period of June 12, 2025 until June 11, 2026. Extend Time of Performance through and including June 11, 2026.
<input checked="" type="checkbox"/> Increase contract price by 10% or more: Original Contract Price: \$102,569.00                      Amended Contract Price: ADD \$141,695. TOTAL: \$244,264

5. Explain in detail why this/these amendment(s) is/are necessary. The amendment to the Scope of Services is necessary to include the new upgrades to the databases. Additional funds are necessary to support the continued hosting, backup, support, maintenance and upgrade of the databases.
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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.)
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Department Personnel Name	Division/Agency	Phone Number	E-mail Address
Geena Chau	OHA - Procurement	808-594-1835	geenac@oha.org

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.
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<p><b>All requirement/approvals and internal controls for this expenditure is the responsibility of the department.</b>  <b>I certify that the information provided is to the best of my knowledge, true and correct.</b>  <i>Kaialii Kahele</i>  <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Department Head Signature</span> <span>March 26, 2025 <hr style="width: 80%; margin-left: 0;"/></span> </div> </p>
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**For Chief Procurement Officer Use Only**

Date Notice Posted: \_\_\_\_\_

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](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Approved       Disapproved       No Action Required

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*Chief Procurement Officer Signature    Date*