



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

TO: Chief Procurement Officer
 FROM: Public Policy, Office of Hawaiian Affairs
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: 21-02, Amendment No. 02

2. Vendor/Contractor/Service Provider Name: Jupiter Solutions LLC

3. Describe the goods, services, or construction.
 Provide software services and support for the Hawaii Legislative Tracker, customized to the OHA Public Policy program's needs for tracking state legislative measures.

4. Request to amend is submitted in order to:

Revise the scope of services for the contract as follows:

Extend the Time of Performance (TOP):
 Original TOP: 11/01/2020-10/31/2022. Amended TOP: 11/01/2020-10/31/2023.

Increase contract price by 10% or more:
 Original Contract Price: CNTR#4003: \$7,750.00 Amended Contract Price: CNTR #4003.01: ADD \$5,500.00
 CNTR #4003.02: ADD \$16,856.18
 TOTAL: \$30,106.18 MAX


5. Explain in detail why this/these amendment(s) is/are necessary.
 Additional compensation is necessary to fund the extended service of the Hawaii Legislative Tracker that is essential to the Public Policy legislative processes. A multi-term sole source contract will service the best interest of the State by promoting economies in procurement and will provide uninterrupted service over more than one fiscal period.

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
Geena Chau	OHA	808-594-1993	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.

**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

September 22, 2022

 Date

For Chief Procurement Officer Use Only

Date Notice Posted: September 23, 2022

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:

Approved Disapproved No Action Required

Chief Procurement Officer Signature Date