



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

TO: Chief Procurement Officer
FROM: OHA - Public Policy
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
2. Vendor/Contractor/Service Provider Name: Jupiter Solutions LLC
3. Describe the goods, services, or construction.
Provide software services and support for Hawaii Legislative Tracker.

4. Request to amend is submitted in order to:

- Revise the scope of services for the contract as follows:
See the attachment for the Item 22. to be added to the list in Scope of Services Item B.
The Insurance Requirements in the Special Conditions is also being amended.
- Increase contract price by 10% or more:
Original Contract Price: \$7,750.00 Amended Contract Price: \$13,250.00


5. Explain in detail why this/these amendment(s) is/are necessary.
The amended Scope of Services is necessary to improve the efficacy of the Hawaii Legislative Tracker and the OHA's legislative advocacy processes. The increase in Compensation is necessary for the added service. The amended Insurance Requirements is for the vendor's Certificate of Liability Insurance.

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.**


_____ March 29, 2021
Department Head Signature Date

For Chief Procurement Officer Use Only

Date Notice Posted: 03/30/2021

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

Request to Amend Contract 4003 Scope and Insurance Requirements

SCOPE OF SERVICES:

The Scope of Services to that certain Contract 4003 dated October 29, 2020 is hereby amended to add Item 22. to Item B. as follows:

Develop new, customized features and functions for the Hawaii Legislative Tracker to improve the efficacy of the Tracker to meet the OHA's legislative tracking needs and to improve the OHA's internal legislative advocacy processes.

SPECIAL CONDITIONS:

Item A. 1. in the Special Conditions to that certain Contract 4003 dated October 29, 2020 states:

The CONTRACTOR shall, at its own costs and expense, at all times during the term of this Contract, effect and maintain insurance coverage with minimum limits, as follows:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (including personal injury, death, and property damage)	\$2,000,000 per occurrence; \$2,000,000 general aggregate per policy year; \$2,000,000 products and completed operations aggregate limit per policy year.
Personal and Advertising Injury	\$1,000,000 each occurrence.
Umbrella Liability	\$2,000,000 aggregate.
Automobile Insurance covering all owned, non-owned, and hired automobiles	Bodily injury liability limits of \$1,000,000 each person and \$1,000,000 per accident; property damage liability limits of \$1,000,000 per accident. Or \$2,000,000 combined single limit.
Workers Compensation as required by laws of the State of Hawai'i	Insurance to include Employer's Liability. Such coverage shall apply to all employees of the CONTRACTOR and (in case any sub-contractor fails to provide adequate similar protection for all its employees) to all employees of sub-contractors

Item A. 1. in the Special Conditions to that Certain Contract 4003 dated October 29, 2020 is hereby amended to state as follows:

The CONTRACTOR shall, at its own costs and expense, at all times during the term of this Contract, effect and maintain insurance coverage with minimum limits, as follows:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (including personal injury, death, and property damage)	\$1,000,000 per occurrence; \$2,000,000 general aggregate per policy year; \$2,000,000 products and completed operations aggregate limit per policy year.
Personal and Advertising Injury	\$1,000,000 each occurrence.

Professional Liability
(Errors and Omissions)

\$1,000,000 per claim
\$2,000,000 annual aggregate