



STATE PROCUREMENT OFFICE NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT

TO: Chief Procurement Officer
FROM: Office of Hawaiian Affairs - Information Technology
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: 21-06
2. Vendor/Contractor/Service Provider Name: Thoughtfocus, Inc.
3. Describe the goods, services, or construction.
Configuration, development, revision, maintenance, backup, troubleshooting, and user support for current SharePoint applications, and OHA Business Travel application.

4. Request to amend is submitted in order to:

Revise the scope of services for the contract as follows:

Extend the Time of Performance: 07/01/2021 through and including 06/30/2025.

Increase contract price by 10% or more:

Original Contract Price: _____ Amended Contract Price: _____


5. Explain in detail why this/these amendment(s) is/are necessary.
The extension of the Time of Performance is necessary for the continued development of the OHA's SharePoint applications.

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 - Procurement	808-582-0502	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

May 16, 2024

Date

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

Chief Procurement Officer (CPO) Comments:

Approved Disapproved No Action Required

Chief Procurement Officer Signature Date