



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

TO: Chief Procurement Officer  
 FROM: 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: 21-06
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:
<input type="checkbox"/> Revise the scope of services for the contract as follows:
<input checked="" type="checkbox"/> Increase contract price by 10% or more: Original Contract Price: \$24,500 MAX                      Amended Contract Price: \$32,000 MAX

5. Explain in detail why this/these amendment(s) is/are necessary. The additional funds are necessary for the continued development of the OHA Business Travel app.
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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	808-582-0502	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.

<b><i>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.</i></b>	
 _____	<u>March 27, 2023</u> _____
Department Head Signature	Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: March 28, 2023

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*