

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

TO: Chief Procurement Officer
 FROM: OHA - 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: 20-04
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.


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: \$30,000.00 Amended Contract Price: \$35,000.00

5. Explain in detail why this/these amendment(s) is/are necessary. OHA is in the processing of migrating SharePoint 2010 to SharePoint Online. The major tasks include but not limit to implementing a new Records/Documents Center, Financial and other request forms and workflows, OHA Business Travel forms, etc. There are ongoing needs for new office automation forms and revisions.

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	808-594-1993	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.

<p>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.</p>  _____ Department Head Signature	<p>April 20, 2021 _____ Date</p>
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For Chief Procurement Officer Use Only

Date Notice Posted: April 20, 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