



**STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST TO AMEND AN EXEMPTION  
FROM HRS CHAPTER 103D CONTRACT**

TO: Chief Procurement Officer

FROM: \_\_\_\_\_  
*Name of Requesting Department*

*Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:*

1. SPO-007, Exemption Reference (PE) Number:

2. Vendor/Contractor/Service Provider Name:

3. Describe the goods, services, or construction:

4. Explain in detail what is being amended:

5. Amended contract price for this request: \$ \_\_\_\_\_

6. Explain in detail why the amendment(s) are necessary:

7. 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.)

| Name | Division/Agency | Phone Number | Email address |
|------|-----------------|--------------|---------------|
|      |                 |              |               |
|      |                 |              |               |

***All requirements/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

\_\_\_\_\_   
 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](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Approved       Disapproved       No Action Required

\_\_\_\_\_   
 Chief Procurement Officer

\_\_\_\_\_   
 Date