



# STATE PROCUREMENT OFFICE NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT

1. TO: Chief Procurement Officer

2. FROM: Department/Division/Agency

3. Name of Contractor:

4. Sole Source Reference Number:

5. Contract Number:

6. Description of goods, services, or construction:

7. Approval to amend is submitted in order to:  
 Revise the scope of services for the contract as follows:

Increase contract price by 10 % or more: Original Contract Price: Amended Contract Price:

8. Reason: This / These amendment(s) are necessary because:

9. Direct questions to: Phone:

Agency shall ensure adherence to applicable administrative and statutory requirements.

10. Pursuant to § 103D-306, HRS, and § 3-122-82, HAR, I certify that the information provided above is, to the best of my knowledge, true and correct

Department Head Date

Reserved for SPO Use Only

11. Date Notice Posted:  
12. Submit written objections to this notice of amendment to Sole Source Contract within seven calendar days or as otherwise allowed from the above posted date to: Chief Procurement Officer  
State Procurement Office  
P.O. Box 119  
Honolulu, Hawaii 96810-0119

Chief Procurement Officer's Comments :

13.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

Chief Procurement Officer Date

14. S.S.No. \_\_\_\_\_