

**THE JUDICIARY, STATE OF HAWAII
THE NOTICE OF AMENDMENT
TO SOLE SOURCE CONTRACT**

TO: Chief Procurement Officer

FROM: Human Resources
(Name of Requesting Division/Program)

Pursuant to HRS § 103D -306 and HAR Chapter 3-122, Subchapter 9, The Judiciary requests an amendment to sole source approval as follows

1. Sole Source Reference (JS) number: JS-21-14
2. Vendor/Contractor/Service Provider Name: Oracle
3. Describe the goods and/or services: Oracle has the unique expertise and capabilities to support Oracle program licenses. Oracle creates the proprietary program updates that may be provided as part of Oracle’s technical support services. As the sole source of technical support (including the proprietary program updates created by Oracle), Oracle offers the services to Oracle customers for purchase on an annual basis.

4. Request to amend is submitted in order to:

Accurately reflect the 4.5% tax of \$3,550.41.

Revise the scope of services for the contract as follows:

Not applicable.

Increase contract price by 10% or more:

Original Contract Price: 82,448.18

Amended Contract Price: 82,448.59

5. Explain in detail why this/these amendment(s) is/are necessary.

The Oracle software is needed to run the Human Resources Management System (HRMS) for the Judiciary. Employee data salary is maintained in the HRMS system. It's proper application affects the ability to timely and accurately pay employees.

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).

Name	Division/Program	Phone Number	email address
*Wade Hiraishi	Human Resources, Admin Svcs	539-4963	Wade.k.hiraishi@courts.hawaii.gov
Jade Taono	Human Resources, Emp Svcs	539-4952	Jade.c.taono@courts.hawaii.gov
Eric Tanigawa	Deputy HR Director	539-4962	Eric.a.tanigawa@courts.hawaii.gov

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

All requirements/approvals and internal controls for this expenditure is the responsibility of the Division/Program. I certify that the information provided above is, to the best of my knowledge, true and correct.

/s/ Jason Minami

Department/Division/Program Head Signature

04/09/2021

Date

For Chief Procurement Officer Use Only

Date Notice Posted: _____

Inquiries about this request shall be directed to the contact named in Item 8. Submit written objection to this NOTICE OF AMENDMENT TO SOLE CONTRACT FOR within seven (7) calendar days, or as otherwise allowed, from the Date Notice Posted to:

Chief Procurement Officer – The Judiciary
Financial Services Department
Contracts & Purchasing Office
1111 Alakea Street, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date