

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

The amount in the original CP3 was incorrect. The original amount was listed as \$6,250.00. The correct amount is \$6,300.00.

The contract start date needs to be changed, as Cordant had some questions in the General Condition section with another contract. The original start date may be too close if there are continuous discussions about the General Conditions.

A CP4 is necessary to provide the corrected amount and the new start date in the contract.

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/Program | Phone Number | email address |
|-------------|------------------------------|--------------|---------------------------------|
| Kathi Fujii | Adult Client Services Branch | 539-4510 | Kathi.K.Fujii@courts.hawaii.gov |
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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/ Brook Mamizuka

10/31/2022

Department/Division/Program Head Signature

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 REQUEST FOR EXEMPTION 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