

NOTICE OF AMENDMENT TO EXEMPTION FROM HRS 103D

COUNTY OF KAUAI

The Director of Finance has received a Request To Amend a Contract Exempt From Chapter 103D, HRS, in accordance with Hawaii Administrative Rule 3-120-5. A preliminary review has been conducted and approved for posting of this Notice.

Accordingly, by posting of this Notice, constructive notice is provided to permit interested parties an opportunity to review a copy of the Request To Amend a Contract Exempt From Chapter 103D, HRS, attached and posted herewith, and to submit written objections within seven (7) days from the date this Notice was posted:

COKPurchasing@kauai.gov

Questions may be directed to the Division of Purchasing at phone: (808) 241-4288.

A summary of the Request For Exemption from Chapter 103D, HRS, follows:

Contractor's Name: Accuity, LLP Contract 10137 Amendment: 1

Brief Reason for Request:

BY: Carrie Moses
Division of Purchasing

Date Notice Posted: 9/24/24

SPACE BELOW IS RESERVED FOR RESPONSE TO REQUESTING AGENCY

TO: Finance / IT
(Dept or Agency) (Div)

- Amended Exemption #2023-EX-81, C10137 A1 is assigned. This Notice was posted for seven (7) days. No objections were received. Please proceed with (1) processing of a requisition for a purchase order, or (2) contract amendment preparation, and reference the assigned Sole Source number in the respective document.
- Objection(s) were received. Please contact the Division of Purchasing.

Division of Purchasing

Date

DIVISION OF PURCHASING
REQUEST FOR AMENDMENT TO CONTRACT EXEMPT FROM HRS 103D

9/09/2024

Date

TO: **Division of Purchasing**

FROM: Finance / Information Technology
(Dept or Agency) (Div)

INSTRUCTIONS: Amendments that would change the original scope of the contract may only be made with the prior approval of the Director of Finance; Cost and/or pricing data requirements for aggregate increases and decreases of \$100,000 are applicable pursuant to HAR 3-122-123 & 124.

Pursuant to Chapter 3-120, HAR, request is made to amend the following Exempt Contract:

- I. Contractor: Accuity LLP.
- II. Contract No.: C10137; Amendment No.: 01
- III. Contract Title or Description: Request for Proposal to Procure Enterprise Resource Planning (ERP) Software
- IV. Original Posted Exempt Reference No. and Date assigned 2023-EXPROF-6,
3/15/2023

Approved Exempt Reference: 2023-EX-81

V. Was insurance required in the original contract? Yes No

VI. Original Contract Amount: \$582,850.00

Current Contract Amount: \$582,850.00

Increase or Decrease in current contract amount: _____

Proposed Contract Amount with Amendment: \$582,850.00

VII. Fair and Reasonable Cost or Pricing

The contract amendment price submitted is fair and reasonable;

Describe the cost or price analysis utilized determining that the contract amendment price is fair and reasonable:

VIII. Original Contract Term: 480 calendar days

Current Expiration date: March 2, 2025

- No Increase to contract term
 Increase to contract term: 600 calendar days

Proposed Contract Term with Amendment and Expiration Date: June 30, 2025

IX. Description of proposed amendment and justification:

Time Extension Change: The County desires to postpone the posting of the solicitation for ERP software so that it may align the release of the RFP to coincide with its annual budget request cycle. The work has already begun but additional time is necessary to complete the work due to the postponement.

Scope of Work Change: A change to the new scope of work is proposed to help the County prepare for the ERP Software project. The County needs a documented Chart of Accounts before it can start its project.

X. If contract negotiation or evaluation process is involved, person(s) recommended for negotiation or evaluation:

A. Name, Title, and relevant experience or qualifications:

Del Sherman, IT Manager

B. Name, Title, and relevant experience or qualifications:

Tara Apodaca, IT Contracts Specialist

C. Name, Title, and relevant experience or qualifications:

Direct question to: Del Sherman

Ph: (808) 241-4416

The undersigned certifies that the information contained herein is true and correct to the best of my knowledge and is submitted as a result of reasonable and diligent research and investigation.



(Department/Division/Agency)

Sep 9, 2024

Date

SPACE BELOW RESERVED FOR FINANCE DIRECTOR OR DESIGNEE:

APPROVED DENIED

If approved, the following conditions apply:

- Seven (7) day Internet posting by **Division of Purchasing** required.
- Prior CPO approval is required for any further contract amendment(s).

Ernest Barreira

Ernest Barreira (Sep 18, 2024 13:23 HST)

DIRECTOR OF FINANCE or Designee

Date

DIRECTOR OF FINANCE'S COMMENTS: