

# 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](mailto: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: Novotx, LLC

Contract 212275 Amendment :3

Brief Reason for Request:

BY: Kristi Mahi  
Division of Purchasing

Date Notice Posted: 11/29/22

SPACE BELOW IS RESERVED FOR RESPONSE TO REQUESTING AGENCY

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

- Amended Exemption # \_\_\_\_\_ 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

11/23/2022

Date

TO: **Division of Purchasing**

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

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***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: Novotx, LLC.
- II. Contract No.: 212275; Amendment No.: 3
- III. Contract Title or Description: LIMS Coordinator
- IV. Original Posted Exempt Reference No. and Date assigned 2020-XPROF-2.

Approved Exempt Reference: \_\_\_\_\_

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

VI. Original Contract Amount: \$195,000.00

Current Contract Amount: \$545,000.00

Increase or  Decrease in current contract amount: \$89,900.00

Proposed Contract Amount with Amendment: \$634,900.00

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:**

The new contract amount to amend and extend the original contract by an additional six months represents zero increase over the prorated year one cost for the same term which is fair and reasonable.

VIII. Original Contract Term: 969 calendar days

Current Expiration date: December 31, 2022

- No Increase to contract term  
 Increase to contract term: 180 calendar days

Proposed Contract Term with Amendment and Expiration Date: 1,149 days, 6/30/23

IX. Description of proposed amendment and justification:

We need to retain the individual presently filling this role so that they can continue with future phases of the LIMS project. We would not be able to bring in someone entirely new to fill this role as they would have no idea where to begin. Amending the existing contract to retain the individual that is presently filling this role is the best option we have in making the transition to year three of the project as seamless as possible.

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

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

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

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

Direct question to: Del Sherman Ph: \_\_\_\_\_

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.

**Del Sherman**

Digitally signed by Del Sherman  
Date: 2022.11.28 07:52:00 -10'00'

(Department/Division/Agency)

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 (Nov 29, 2022 06:28 HST)

\_\_\_\_\_  
DIRECTOR OF FINANCE or Designee

\_\_\_\_\_  
Date

DIRECTOR OF FINANCE'S COMMENTS: