

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: ADP, Inc. Contract 213735 Amendment: 1

Brief Reason for Request:

Extend contract to maintain services while procurement activities are completed.

BY: Wendy Takemoto
Division of Purchasing

Date Notice Posted: 7/17/2026

SPACE BELOW IS RESERVED FOR RESPONSE TO REQUESTING AGENCY

TO: Human Resources /
(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

7/17/2026

Date

TO: **Division of Purchasing**

FROM: Human Resources /
(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: ADP, Inc.
- II. Contract No.: 213735; Amendment No.: 1
- III. Contract Title or Description: Exempt Request for Proposals (2020-XRFP-4) for a Human Capital Management, Time Entry, and Payroll Software Solution and Professional Services
- IV. Original Posted Exempt Reference No. and Date assigned 2020-EX-62,
Approved Exempt Reference: 2020-EX-62
- V. Was insurance required in the original contract? ☒ Yes ☐ No
- VI. Original Contract Amount: \$57,132.96
Current Contract Amount: \$57,132.96
☐ Increase or ☐ Decrease in current contract amount: \$0.00
Proposed Contract Amount with Amendment: \$57,132.96
- 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:

No change in price/compensation will be made via this amendment.

VIII. Original Contract Term: 1825 calendar days

Current Expiration date: August 12, 2026

☐ No Increase to contract term

☒ Increase to contract term: 180 calendar days

Proposed Contract Term with Amendment and Expiration Date: 2005, February 8, 2027

IX. Description of proposed amendment and justification:

This amendment will be used to extend the current contract expiration date by 180 days so that the County has sufficient time to complete the procurement activities required to secure future Employment Tax Processing services currently being provided by ADP. These services are critical for ongoing operations allowing the County to efficiently process employment taxes on a timely and accurate basis. Any lapse in these services would adversely affect the County's ability to process employment taxes and must be avoided.

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

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

Brandon Raines, Information System Project Manager, Department of Human Resources; Over 20 years of experience with technology/software procurement, implementation, contracting

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

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

Direct question to: Brandon Raines

Ph: (808) 651-6250

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)

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 (Jul 17, 2026 12:35:28 HST)

for DIRECTOR OF FINANCE

Date

DIRECTOR OF FINANCE'S COMMENTS: