Instructions for Preparation of University of Hawaii
Notice of Amendment to Sole Source Contract

1. Date Notice Posted - Date will be determined by OPRPRM.

2. Purchase Order No./Contract No. - Number of original
purchase order or contract number that is to be changed.

3. Item(s) to be purchased - Generic name of item(s) or
services being purchased; e.g., computer equipment, computer
hardware, scientific equipment, elevator maintenance.

4. Qty. - If change affects quantity, indicate new number or
amount required. Otherwise, indicate number or amount
originally required.

5. Description - If change affects description, indicate
description of new item(s) or services required. Otherwise,
indicate description of original item or items required.
Use Page 2, of form if more space is needed.

6. Party to be awarded: Name, address, and zip code of
selected supplier.

7. Date Amendment to be issued - Date will be determined by
OPRPRM.

8. Procurement Specialist - Assigned by OPRPRM.

9. OPRPRM will indicate date of last day which written
objections shall be filed.