

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.