

**UNIVERSITY OF HAWAII
NOTICE OF AMENDMENT TO EXEMPTION FROM CHAPTER 103D, HRS**

Purchase Order No. / Contract No. C170012

Name of Contractor: OmniTrak Research & Marketing Group Inc. dba OmniTrak Group Inc.

Description of goods, services, or construction:
Consultant services for a multi-phase climate survey of students on all campuses of the University of Hawaii regarding sex discrimination and gender-based violence.

The scope of work for the purchase is revised as follows:

- (a) To include translation of the survey instrument into four instead of three languages;
- (b) To include all fees, expenses, and costs (including related taxes) incurred for Dr. Sandy Martin's attendance at a two day meeting with the Office of Institutional Equity (OIE) and the UH Student Climate Survey Advisor Group in Honolulu, Hawaii in late October 2016;
- (c) To include all fees, expenses, and costs (including related taxes) incurred for Dr. Bonnie Fisher's participation by telephone during the meeting referred to above.

Original Purchase Price:
\$ 150,000.00

Amended Purchase Price:
\$ Not to Exceed \$173,824.00

Direct any inquiries to:

Department: Office of Institutional Equity

Contact Name/Title: Jennifer Solidum Rose, Director

Address: Bachman Hall, Room 109J
2444 Dole Street
Honolulu, Hawaii 96822

Phone Number:

956-9803

Fax Number:

956-9701

Date Posted: September 21, 2016

Submit written objections to this notice of intent to amend a procurement exemption purchase within seven (7) calendar days from the date posted to:

Office of Procurement and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

REQUEST FOR AMENDMENT TO EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: Office of the Vice President for Administration

(Department/Program)

Pursuant to APM Section A8.220, the Department requests an amendment to a contract or purchase order issued under a previously approved procurement exemption.

Purchase Order No./Contract No. C170012

Name of Contractor: The OmniTrak Group, Inc.

Description of goods, services, or construction:

Consultant services for a multi-phase climate survey of students on all campuses of the University of Hawaii regarding sex discrimination and gender-based violence

Original Purchase Price: \$ 150,000 Amended Purchase Price: \$ Not to exceed \$173,824

(1) The scope of work will be revised as follows:

(a) To include translation of the survey instrument into four instead of three languages;

(b) To include all fees, expenses, and costs (including related taxes) incurred for Dr. Sandy Martin's attendance at a two-day meeting with OIE and the UH Student Climate Survey Advisor Group in Honolulu, HI in late October 2016;

(c) To include all fees, expenses, and costs (including related taxes) incurred for Dr. Bonnie Fisher's participation by telephone during the meeting referred to above.

(2) Explanation of the reasons that the amendment is necessary:

During the course of initial planning for the survey project, OIE and the UH Student Climate Survey Advisory Group determined that additional dialogue and analysis related to the integration of the focus group findings and feedback in the design of the survey instrument was needed to ensure optimal research outcomes over time and participation by students in the survey. Moreover, Act 208, Session Laws 2016, became Hawaii law after the procurement of the current contract. Among other mandates which may impact the design of the survey and its role in program development on the University's campuses, the law now requires that the University administer a survey every two years. The consultant may need to further refine the instrument to capture data broader than originally anticipated.


Further research of enrollment statistics/student profiles indicates that a fourth translation may maximize participation in the survey among the University's diverse student population.

Direct questions to: Jennifer Solidum Rose, Director, Office of Institutional Equity Phone: 956-8629

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

Jennifer Solidum Rose, Principal Investigator

Full Name of Principal Investigator, Department Head, or Administrator

 9/19/16
Signature Date

Blanche Fountain


Full Name of Fiscal Officer

 9/19/16
Signature Date

APPROVED:

Jan S.Gouveia

Full Name of Vice President or Chancellor

 SEP 20 2016
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

PRESIDENT, UNIVERSITY OF HAWAII

10/13/16
DATE