

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

Purchase Order No. / Contract No. To be determined

Name of Contractor: To be determined

Description of goods, services, or construction:

Digital marketing services including: website advertising, social media marketing, audience targeting, mobile advertising, email campaign, creative media support and reporting.

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

The scope of work remains the same.

Original Purchase Price:
\$ 39,500.00 (est.)

Amended Purchase Price:
\$ 80,000.00 (est.)

Direct any inquiries to:

Department: UH Community College Marketing and Communications

Contact Name/Title: Susan Lee, Director of Marketing and Communications

Address: 2327 Dole Street
Honolulu, Hawaii 96822

Phone Number:

(808) 956-5852

Fax Number:

(808) 956-3763

Date Posted: December 1, 2017

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 Community Colleges, Marketing and Communications
(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. _____

Name of Contractor: to be determined

Description of goods, services, or construction:
Digital marketing services, including: website advertising, social media marketing, audience targeting, mobile advertising, email campaign, creative support and reporting.

Original Purchase Price: \$ \$39,500 (est.) Amended Purchase Price: \$ \$80,000 (est.)

(1) The scope of work will be revised as follows:
Scope of work remains the same.

(2) Explanation of the reasons that the amendment is necessary:
I underestimated the cost of services to fulfill all of the minimum requirements specified in the proposal. All proposal bids received exceeded the estimated cost of \$39,500.

Direct questions to: Susan A. Lee Phone: 808-956-5852

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

Susan A. Lee
Full Name of Principal Investigator, Department Head, or Administrator

 10-17-2017
Signature Date

Lisa Tsuhako
Full Name of Fiscal Officer

 10/18/17
Signature Date

APPROVED:

John Morton
Full Name of Vice President or Chancellor

 12/18/17
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

PRESIDENT, UNIVERSITY OF HAWAII

12/29/17
DATE