



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

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STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer  
FROM: Department of Labor and Industrial Relations  
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.  
To plan, promote, and coordinate the 13th Biennial Governor's Pacific Rim Safety and Health Conference at the Hawaii Convention Center on May 7-9, 2014 for 350 to 400 Safety and Health Professionals, new and collateral duty Safety and Health personnel, and students enrolled in the Honolulu Community College-Occupational, Environmental, and Safety Management curriculum. Provide Safety and Health speakers, exhibits, and 90+ vendors to promote safety and health related products and services.

2. Vendor/Contractor/Service Provider Name: American Society of Safety Engineers-Hawaii Chapter	3. Amount of Request: \$60,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <del>3/7/2014</del> 4/28/14 To: 5/30/2014	5. Prior SPO-001, Sole Source (SS) No.: NA

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.  
The Hawaii Chapter of the American Society of Safety Engineers is the sole non-profit organization that coordinated the Governor's Pacific Rim Safety and Health Conference.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
One of Hawaii Occupational Safety and Health's strategic goals is to change workplace culture by promoting programmatic/systematic approaches to safety and health and making safety and health information readily accessible to employers, workers, and the general public. The 13th Biennial Governor's Pacific Rim Safety and Health Conference will provide information to the target groups.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

The American Society of Safety Engineers has been coordinating the Governor's Pacific Rim Safety and Health Conference over the past 20 years. The conference name and logo is owned by the association.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

The Americal Industrial Hygiene Association - Hawaii Chapter does not have the resources to coordinate a conference of this size.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Deirdre Yamasaki	HIOSH/DLIR	808 586-9116	deirdre.t.yamasaki@hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided is to the best of my knowledge, true and correct.**



Department Head Signature

MAR 17 2014

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 3/18/14

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

This approval is for the period 4/28/14 to 5/30/14 and is based on the departments' determination that ASSE is the sole non-profit organization that can coordinate the Governor's Pacific Rim Safety and Health Conference. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

Approved

Disapproved

No Action Required

  
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Chief Procurement Officer Signature      Date 4/29/14