



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

'14 MAR 31 A8:50

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department of Bus., Econ. Dev. & Tourism
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.
The 30th Anniversary of the Hawaii-Okinawa Sister-State relationship will be observed and celebrated in 2015. Events and activities in commemoration of this anniversary milestone may include but not be limited to conducting business seminars and/or facilitating government-to-government meetings related to economic development; commemorative gifts in honor of the anniversary events; hosting visiting delegations including government officials and business leaders that support the sister-state relationship; educational exchanges between schools and/or students from Hawaii and Okinawa; protocol events in Hawaii or Okinawa; organizing a business mission to Okinawa; and other special events and activities to be developed by the DBEDT/State of Hawaii in conjunction with the prefectural government of Okinawa and the Hawaii United Okinawa Association (HUOA) in Hawaii.

Table with 2 columns: Vendor/Contractor/Service Provider Name, Amount of Request, Term of contract, Prior SPO-001, Sole Source (SS) No.
Hawaii Untied Okinawa Association, \$30,000.00, From: 30-Jun-14 To: 29-Jun-15, N/A

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
Hawaii's sister-state relationship with Okinawa Prefecture has been a tremendous opportunity for both jurisdictions to exchange economic, scientific, educational, governmental and business activities that have fostered goodwill and enhanced economic cooperation and advancement. One example is the Hawaii-Okinawa Partnership on Clean and Efficient Energy Development and Deployment that was signed by the US Department of Energy, Ministry of Economy, Trade and Industry of Japan, State of Hawaii and Prefecture of Okinawa in June 2010. Japan and the United States designated Hawaii and Okinawa as the representatives for this groundbreaking partnership due to their demonstrated leadership and experience in clean energy and energy efficiency. Historically, Hawaii and Okinawa have continued to maintain a strong partnership.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
DBEDT's international activities within the Business Development & Support Division include managing and supporting Hawaii's sister-state relationships. While staff of the division will work with HUOA on developing a robust program for the 30th anniversary sister-state commemoration, the HUOA and Okinawa Prefecture have continuously engaged in on-going activities that support the state-prefecture relationship including the annual Okinawa Festival held during the annual Labor Day weekend at Kapiolani Park. The HUOA maintains strong, productive relations with Okinawa Prefecture and receives numerous visits by government officials and business leaders from the prefecture.

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 HUOA was established in 1951 and serves as the umbrella organization for 49 member clubs statewide totalling 40,000 members. Its mission is to promote, perpetuate and preserve Okinawan culture. The HUOA has the knowledge, network, staffing and experience to plan and execute activities and events related to the Hawaii-Okinawa 30th Anniversary Sister-State relationship. The annual Okinawan Festival has been organized by this organization for over 35 years and attracts upwards of 30,000 people from both Hawaii and Okinawa.

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 Honolulu Japanese Chamber of Commerce concurs that the HUOA is the recommended organization to work with DBEDT on the anniversary sister-state relationship between the State of Hawaii and Okinawa Prefecture. HUOA has the Hawaii-Okinawa community and business reach and connections with the Okinawa Prefectural Government, community/resident and businesses in Okinawa.

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
<del>Dennis Ling</del> <i>Markene Hironeka</i>	BDS	587-2755	
<i>417 bb</i>			

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.**

*Mary Alice Eames*  
 \_\_\_\_\_  
 Department Head Signature

*3-27-14*  
 \_\_\_\_\_  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 4/01/2014

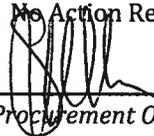
Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

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

Chief Procurement Officer (CPO) Comments:

This approval is for the period 6/30/2014 to 6/29/2015 and is based on the departments' justification statements that the evidence provided by the technical or requirements personnel is complete and accurate. 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. Department is reminded that individual(s) participating in procurement activities must be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, Statewide Procurement Training, as appropriate. 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

Acting  \_\_\_\_\_ Date 4/9/14