



**STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE**

14 MAR 31 A8:50

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Dept. of Business, Economic Development & 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.
DBEDT seeks to contract with vendor to plan, produce and coordinate a fashion industry trade and/or consumer show, which includes but is not limited to industry specific workshops, fashion shows, exhibits, publicity, and exhibitor/buyer/consumer recruitment, etc., during Hawaii Fashion Month (HFM) that will be held in November 2014. Contractor's services shall also be required to secure private sector partners and sponsors; recruit, organize and deploy volunteers to implement and staff the events; recruit participants; handle logistics; and reinforce the Hawaii Fashion Month brand.

2. Vendor/Contractor/Service Provider Name: Hawaii Fashion Incubator	3. Amount of Request: NTE \$40,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 1-May-14 To: 31-Mar-15	5. Prior SPO-001, Sole Source (SS) No.: N/A

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.
Hawaii Fashion Month (HFM) is the propriety industry event of the Hawaii Fashion Incubator (HiFi) and will be held in November 2014. HFM is a Governor proclaimed/official month of events to support and promote all aspects of the fashion/apparel/accessories manufacturing industries in Hawaii. This is the second year that HiFi will produce HFM. The second annual HFM trade show will be a business development platform that will feature Hawaii talent to local, national and international audiences.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
DBEDT is focused on efforts to increase the export of Hawaii products and has identified the fashion industry as a major area of opportunity. Hawaii Fashion Month is an essential component to supporting Hawaii's fashion industry.
DBEDT does not have the capacity to procure, promote and produce the HFM related events. HiFi is uniquely positioned to engage the number of volunteers needed to implement the HFM events.

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.

HiFi is the only fashion industry/trade organization in Hawaii and includes a wide network of over 3,000 companies and individuals representing the whole spectrum and production cycle of the fashion industry. HiFi is the certifying entity and overall producer of HFM activities.

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.

N/A - HiFi owns Hawaii Fashion Month (HFM).

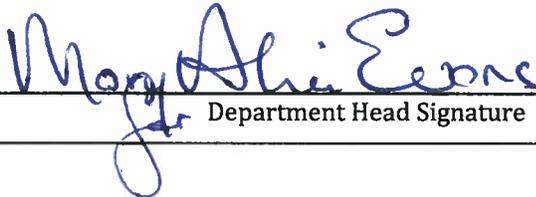
9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

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

Name	Division/Agency	Phone Number	E-mail Address
Dennis T. Ling	BDS	587-2755	dling@dbedt.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

3-27-14
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/2/14

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

Chief Procurement Officer (CPO) Comments:

Approval is based on the department's representation that Hawaii Fashion Incubator has the exclusive rights to the Hawaii Fashion Month. This approval is for the period 5/1/14 to 3/31/15 and is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

It is noted that SPO does not have record that Dennis Ling has taken the Sole Source Workshop #110 and does not have procurement delegation. As a reminder, individual(s) participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, as appropriate.

The department is reminded Procurement requests submitted to the SPO listing departmental personnel without written appropriate mandatory procurement training and delegation will be returned with no action taken. Workshop #110 is available on-line at <http://spo.hawaii.gov/for-state-county-personnel/training/on-demand-training/>. If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

Approved Disapproved No Action Required



Chief Procurement Officer Signature Date 6/20/14