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STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

ADMINISTRATION
PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DBEDT

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 is organizing the Hawaii Pavilion at the 2014 BIO International Convention in San Diego, June 23-26, 2014, to promote export and investment opportunities for Hawaii life sciences companies. DBEDT seeks to engage this vendor for exhibitor services such as furniture and equipment rental, booth decorations, electrical supply, labor and materials handling.

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| 2. Vendor/Contractor/Service Provider Name: Freeman | 3. Amount of Request: NTE \$20,000.00 |
| 4. Term of contract (shall not exceed 12 months), if applicable: From: <u>4.24.14</u> <i>atk</i> To: <u>4.23.14</u> <i>5 atk</i> | 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.
 The Biotechnology Industry Organization (BIO), the show organizer, has appointed Freeman as their Official Service Contractor for exhibitor services. The 2014 Exhibitors Rules & Regulations state (copy attached): "Exhibitors utilizing the services of any contractor other than those appointed by Show Management must obtain permission from Show Management. These companies include, but are not limited to, any installation and dismantling company, sound and lighting firms, production or promotion firms, or any person or firm providing direct services to the exhibitors. Permission to use an Exhibitor Appointed Contractor cannot be given for utilities or material handling services." (See pages 3-4 for complete text).

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
 DBEDT will not be able to organize the Hawaii Pavilion at the BIO Convention without the services of this vendor.

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.

Freeman is the Official Service Contractor for exhibitor services appointed by the show organizer.

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.

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 |
|-----------------|-----------------|--------------|---------------------------|
| Marlene Hiraoka | BDS | 587-2758 | mhiraoka@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.**

Mary Alice Evans
for Department Head Signature

4-11-14
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4.28.14

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:

This approval is granted with the understanding that Freeman is the single official contractor which the convention sponsor has appointed to provide utilities or material handling services. Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to be compliant on the Hawaii Compliance Express) for all contracts awarded 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 Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

5/20/14
Date