



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

14 MAY -8 P3:41

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

RECEIVED
MAY 02 2014

TO: Chief Procurement Officer
FROM: Executive Office on Early Learning
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.
Creation of three separate documents that contain a developmental overview of the age group, examples of typical behavior, practices teachers can use to support development, and other curriculum examples all aligned with the Hawaii Early Learning and Development Standards. The contractor will convene workgroups with early childhood stakeholders and Higher Education experts in early learning and development as the guides are developed.

Table with 2 columns: Vendor/Contractor/Service Provider Name, Amount of Request, Term of contract, Prior SPO-001, Sole Source (SS) No.

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
The Hawaii Early Learning and Development Standards must be implemented in the DOE-EOEL PreK program. However, there are not identified examples of what teachers can do to support children's development. In order to create this material, a template was developed by UH Center on the Family. In order to make the next set, preschool standards, experts in child development and curriculum development are needed.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
These are an indentified element of quality by the Executive Office on Early Learning. The Hawaii Early Learning and Development Standards must be implemented, however in order to do so, teachers need assistance and guidance in how to do this. These written materials will provide that information.

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.

UH Manoa Children's Center is part of the University system and is seen as the lab school for preschool. This is the place where curriculum is developed and tested for use statewide. This is the premier group to create the foundational piece needed for the early learning programs funded through the state.

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.

There are not any other groups that will be able to develop this foundational piece use statewide in preschools. Center on the Family has expertise in infant and toddler care and they developed the first set of guides. The developers must be connected to UH Manoa School of Education since they are the required provider of input into the creation of this document. For future federal funds, these documents must be created by a group tied to Higher Education and operating a preschool program.

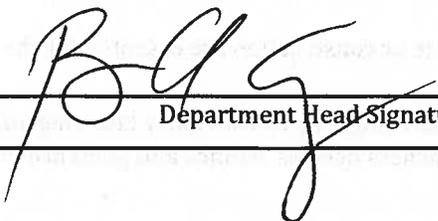
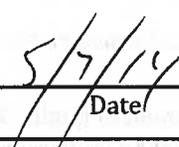
9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

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

Name	Division/Agency	Phone Number	E-mail Address
Krystle Hara	Fiscal Officer/Governor	586-0783	krystle.hara@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
 

  
 \_\_\_\_\_ /Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 5/9/2014

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:

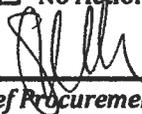
[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

**Chief Procurement Officer (CPO) Comments:**

Request is returned with no action required as department has confirmed that vendor is a governmental body. Pursuant to HRS section 103D-102, chapter 103D shall not apply to contracts by governmental bodies to disburse funds to governmental bodies of the State nor does it apply to contracts by governmental bodies to procure goods, services, or construction from a governmental body.

If there are any questions, please contact Wendy Ebisui at 586-0563, or [wendy.mo.ebisui@hawaii.gov](mailto:wendy.mo.ebisui@hawaii.gov).

- Approved       Disapproved       No Action Required

  
\_\_\_\_\_  
Chief Procurement Officer Signature      Date

5/27/14