



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

TO: Chief Procurement Officer
 FROM: Department of Health
 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 Department of Health, Chronic Disease Prevention and Health Promotion Division (CDPHPD), through its, Healthy Hawaii Initiative, seeks to fund the implementation of a statewide bikeshare program. The Department is preparing to fund a Hawaii-based organization to plan, launch, maintain, and expand a statewide bikeshare system with the proposed initial launch in the urban Honolulu area as well as the expansion of the existing Kailua bikeshare project. The multi-year contract is required for the time needed to conduct the scope of work, and to expend the funding over several years within the CDPHPD's yearly appropriation.

2. Vendor/Contractor/Service Provider Name: Bikeshare Hawaii	3. Amount of Request: \$1,000,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>1-Jan-15</u> To: <u>31-Dec-17</u>	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 CDPHPD is looking for a Hawaii based organization that has the capacity to collaborate with the state and counties to launch a statewide bikeshare system. The organization must have the capacity to: 1) Launch, own, and administer the system; 2) Conduct procurement activities; 3) Identify and recruit additional funders; 4) Market and promote bikeshare services; and 5) Oversee all duties except for the day to day operations of the system. Additionally, the organization must have the capacity to complete pre-launch and post-launch deliverables including, but not limited to, the ability to: 1) Conduct a station planning & design process; 2) Plan & implement a community outreach strategy; 3) Finalize & issue a request for proposal for a bikeshare vendor & operator; 4) Establish a vendor selection committee; 5) Select a bikeshare vendor and operator; 6) Launch the system; 7) Monitor the vendor and operator contract; and 8) Plan for system expansion.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
 The purpose of the program is to increase opportunities for active transportation in adult populations. The desired health outcome is to reduce the incidence of chronic disease (obesity, diabetes, heart disease and stroke) through increasing daily physical activity among adults. The vendor is the only organization that is able to provide the full scope of work requested by the department to stage and implement a state and county bikeshare system.

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.

CDPHPD posted a request for information (RFI) from prospective organizations having the capacity to launch a statewide bikeshare system in Hawaii (see attached). Only one response was received by the deadline, from Bikeshare Hawaii. Bikeshare Hawaii is a 501 (c)(3) tax-exempt organization with its sole purpose being to establish and administer a publicly accessible bikeshare system in the state of Hawaii.

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.

Other potential sources/organizations that were investigated included: The City & County of Honolulu conducted a feasibility study for a bikeshare system in Hawaii. Through this process, there were meetings with organizations interested in the development of a bikeshare system in Hawaii. Specifically, the non-profit organizations that were very engaged in the study, the Hawaii Bicycling League is not interested and does not have the capacity to launch a large bikeshare system, and Blue Planet, an organization that supports clean energy in Hawaii, is not interested in taking the lead in launching and managing the bikeshare system.

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
Lola Irvin <i>LHI</i>	CDPHPD/TSP	586-4481	lola.irvin@doh.hawaii.gov
Heidi Hansen Smith* <i>HS</i>	CDPHPD/TSP	586-4495	heidi.hansen-smith@doh.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.**

[Handwritten Signature]

Department Head Signature

10-2-14

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 10/3/2014

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

Chief Procurement Officer (CPO) Comments:

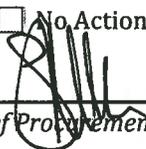
This request is disapproved as it does not meet the requirements of a sole source procurement pursuant to HAR section 3-122-81. There are other bike sharing programs that offer designing, deploying and managing share systems. The department should utilize the appropriate methods of procurement.

If there are any questions, please contact Stanton Mato at 586-0566, or stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature Date

10/31/14