



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE 14 DEC 26 A9 23

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

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. Translation of the Cross Cultural Health Care Program's 253-page medical glossary from the original English version to the following five languages: Ilokano, Tagalog, Cebuano, Marshallese and Chuukese.
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2. Vendor/Contractor/Service Provider Name: Cross Cultural Health Care Program	3. Amount of Request: \$8,944.56
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>Jan-15</u> To: <u>1-Dec-15</u>	5. 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. Cross Cultural Health Care Program (CCHCP) owns and holds the copyright to the original English version of the medical glossary that is being used as a text for the 40-hour Bridging the Gap training for medical interpreters. CCHCP has also translated the glossary into other languages and owns the copyright thereto. The glossary has not been translated into the five languages mentioned above.  b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department The Office of Language Access (OLA) of the Department of Health needs to translate the medical glossary to the five languages mentioned above to enable it to provide the needed material for its Bridging the Gap training for medical interpreters for which OLA holds a license to conduct pursuant to an agreement it has with CCHCP, through a trainer who is already authorized by CCHCP and is also a Department of Health employee. These languages are among the top languages in Hawaii, and there are no other medical glossaries in these languages.
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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 medical glossary is copyrighted by CCHCP and it has reserved the right to translate it to other languages. Furthermore, because OLA has the license to offer the Bridging the Gap training with CCHCP, it is beneficial that OLA will be able to provide meaningful input in CCHCP's translation effort so that it may optimize the training materials it uses.

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 no medical glossaries in these languages, and CCHCP is the only entity that OLA may enter into an agreement to offer their Bridging the Gap training - for which these glossaries serve as material and reference.

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

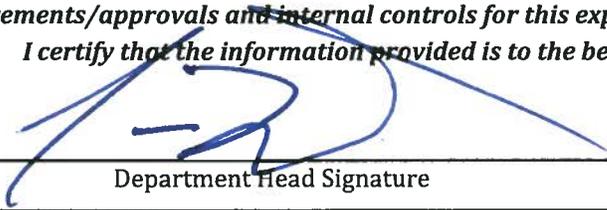
\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Serafin Colmenares Jr. *	Office of Language Access	808-586-8731	serafin.colmenares@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.**



Department Head Signature

DEC 24 2014

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 12.29.14

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:

Approved       Disapproved       No Action Required

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*Chief Procurement Officer Signature      Date*