

BTS #20150224111722



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

15 MAR 10 12:16

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department 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.
The year 2016 will mark the 30th anniversary of the Hawaii-Jeju Sister-State relationship. DBEDT plans to commemorate this milestone with a series of activities and events that may include but not be limited to organizing a business mission to Jeju and other cities in South Korea; conducting business seminars and/or facilitating government-to-government meetings related to economic development; hosting visiting delegations including government officials and business leaders that support the sister-state relationship; and other special events and activities. These programs will be developed and implemented by DBEDT/State of Hawaii in conjunction with the Jeju Provincial Government and the Hawaii Korean Chamber of Commerce.

2. Vendor/Contractor/Service Provider Name: Hawaii Korean Chamber of Commerce	3. Amount of Request: \$25,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 1-May-15 To: 30-Apr-16	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's sister-state relationship with Jeju Province has afforded both jurisdictions opportunities to conduct business, educational, governmental and cultural exchange activities that have fostered goodwill and enhanced economic cooperation. Such activities have contributed to making South Korea Hawaii's eighth largest export market and third largest market for international students coming to study in Hawaii.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
DBEDT's international activities within the Business Development & Support Division include managing and supporting Hawaii's sister-state relationships. Much of the Division's programs are focused on growing Hawaii exports. Working with the Hawaii Korean Chamber of Commerce, DBEDT can capitalize on their business networks in Hawaii and Korea, thus strengthening our efforts to increase the export of Hawaii products and services to Korea.

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.

It is not practicable or advantageous to compete for this service because an entity with the established contacts and network relationships and the expertise of developing and implementing business, educational, governmental and cultural exchange activities has been identified. The Hawaii Korean Chamber of Commerce is the only entity in Hawaii solely focused on business relations with Korea, consisting of members from the local Korean business community and with established relationships with business and trade organizations in Korea.

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

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
Jamie Lum	BDSB	587-2753	jlum@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 Helen Evans per Department Head Signature 3-5-15 Date

For Chief Procurement Officer Use Only

Date Notice Posted: 3/16/15

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:

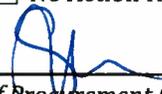
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period May 1, 2015 to April 30, 2016 based on the department's determination that the Hawaii Korean Chamber of Commerce is the only entity in Hawaii solely focused on business relations with Korea with established business and trade relationships in Hawaii and Korea. This approval 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 provide proof of compliance and may use the Hawaii Compliance Express) 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 Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved Disapproved No Action Required

 _____ 3/25/15
Chief Procurement Officer Signature Date