



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

15 MAY 18 10:45

STATE ADMINISTRATION
PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Chronic Disease Prevention and Health Promotion Division
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.
Monthly advertising space (posters) containing primary prevention messages (physical activity, nutrition and tobacco) for teens/youth, displayed in high volume and geographic specific shopping malls throughout the state.

Table with 2 columns: Vendor/Contractor/Service Provider Name (Hawaii Malls, Inc.), Amount of Request (\$116,890.20), Term of contract (7/1/2015 to 6/30/2016), and 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.
Vendor is the sole representative for advertising in shopping malls statewide.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
1) There are no other vendors for this service; 2) Program Manager identifies the target consumer and marketing modality; 3) Program Manager investigates the various sites' effectiveness in reaching the largest number of the target consumer; 4) Program Manager selects site(s) and works with the vendor (sole representative for a site) who contracts advertisements; 5) Contract is negotiated with vendor; and 6) This Notice and Request for Sole Source is for the same target audience and contains the same mall advertisement locations as the prior Request for Exemption (SPO-7) No. PE 14-077D. SPO advised that all future contracts with Hawaii Malls request approval through the SPO-1 process (not SPO-7).

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.

There are no other vendors who provide advertising in shopping malls statewide.

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.

Contracting with independent shopping malls was the only other option for advertising in malls, however this does not provide a statewide reach and would require contracts with each independent shopping mall. Print ads would also have to be individually tailored to meet the sizing requirements of each independent shopping mall. This is not practicable.

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 	CDPHPD	586-4481	lola.irvin@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.*

MAY 15 2015


Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/18/2015

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:

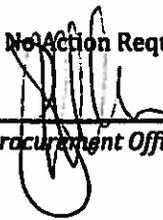
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 7/1/2015 to 6/30/2016 and based on the department's determination that Hawaii Malls is the single representative that has a statewide reach for advertising in malls. The department is reminded that sole source contracts in excess of \$100,000 require a certified cost or pricing data pursuant to HAR chapter 3-122, subchapter 15. 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 the award is required to be posted on the Awards Reporting System. Copies of compliance, cost or pricing data, and the 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



Chief Procurement Officer Signature Date 5/27/15