

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE 15 MAY 20 08:06

STATE PROCUREMENT OFFICE
 DEPARTMENT OF HEALTH

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 Association of Boards of Certification (ABC) provides services for the development of standardized wastewater treatment plant operator certification examinations and the scoring of such examinations. Fees for ABC annual membership cover the development of the examinations. Quarterly standard fees for test booklets and scoring of examinations are also assessed. The amount of the request covers membership, test booklets, scoring, and shipping of the quarterly return of answer sheets for three years. The attached Testing Service Agreement January 14, 2013 shows services ABC provides as well as their website, http://www.abccert.org/testing_services/default.asp. The Estimated Pricing for ABC Services for 3 years is attached. Itemized costs were defined in the Testing Service Agreement January 14, 2013 pages 18-19. Membership cost was defined on the ABC website, http://www.abccert.org/become_a_member/certification_program_membership.asp and also attached in ABC Certification Program Membership.

2. Vendor/Contractor/Service Provider Name: Association of Boards of Certification	3. Amount of Request: \$18,480.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>1-Jul-15</u> To: <u>30-Jun-18</u>	5. Prior SPO-001, Sole Source (SS) No.: none

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.
 Hawaii Administrative Rules 11-61, Rules Relating to the Mandatory Certification of Wastewater Treatment Personnel in Wastewater Treatment Plant, requires Hawaii to set the standards and manage a wastewater treatment plant operator certification program to protect public health through the use of trained and experienced personnel to operate wastewater treatment systems. This is a federal requirement mandated by EPA. ABC is the only known association that helps certifying authorities in North America provide an operator certification program for wastewater treatment plant operators. ABC provides a uniformity of standards and best practices in certification by developing standardized wastewater treatment plant operator examinations and processing the scoring of those exams. For States that do not utilize the services of ABC, certification examinations are developed internally within the State itself and are not procured.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
 The uniformity of standards that ABC provides facilitates the transfer of certification between certifying authorities through reciprocity. ABC examinations provide those standards which have been instituted by more than 40 states, Canadian provinces, and tribal programs. The attached Exam Equivalency Matrix lists the programs. Certification through reciprocity with other states allows Hawaii to access a larger base of qualified wastewater treatment plant operators when shortages arise within the State.

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.

Efforts were made online to search for other possible service providers of wastewater treatment plant operator certification examinations with no other service provider found. Other States drinking water certification programs were researched and found to have their own internal development of examinations. If a State does not utilize ABC, then the State produces their own specific examination. And lastly, ABC was asked if they were a sole source for wastewater treatment plant operator certification examination services and it was confirmed that they are. The ABC Sole Source Letter (HI1 Sole Source.pdf) is attached.

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 is no other viable alternate source. If a State does not utilize ABC's services for wastewater treatment plant operator certification examinations, the State creates their own examinations with criteria specific to that State. Hawaii would not be able to utilize another State's specific examination criteria.

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

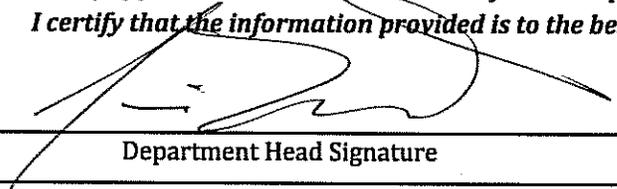
*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Nancy Bartter	EHA/ERO	586-4575	nancy.bartter@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

MAY 19 2015

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/20/2015

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:

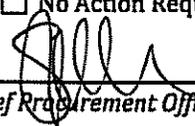
This request is disapproved because the department did not submit an approved multi-term contract justification pursuant to HAR §3-122-149. The department may submit form SPO-001, Notice and Request for Sole Source, along with a justification from the Head of the Purchasing Agency (HOPA) requesting a multi-term contract.

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

Approved

Disapproved

No Action Required


Chief Procurement Officer Signature

6/19/15
Date