



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

15 JUL 17 10:32

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Budget and Finance, Employees' Retirement System  
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.  
Database support and Maintenance to monitor and maintain ERS's onsite V3 production database. and administrative services for ERS's live production environment.

2. Vendor/Contractor/Service Provider Name: Vitech Systems Group, Inc.	3. Amount of Request: \$159,000.00
4. Term of contract (shall not exceed 12 months), if applicable:  From: <u>date of signing</u> To: <u>6/30/2016</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.  
Vitech Systems Group is the implementation vendor who has the proprietary rights to the ERS computer system.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
This could have consequences for the ERS, its members and retirees leaving the ERS without any support for its IT 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.

Vitech could immediately implement the changes as it already contains all of the member data necessary to support the related changes.

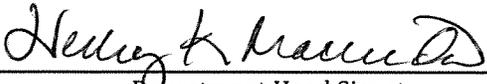
8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

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

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

\_\_\_\_\_  
 7/16/15  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 7/20/2015

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

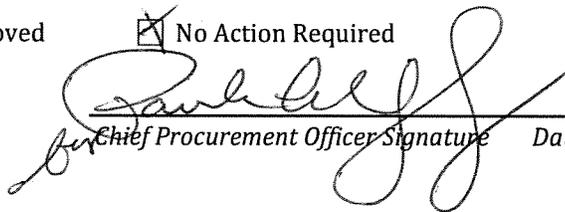
Chief Procurement Officer (CPO) Comments:

No action is required as the department has determined that pursuant to HAR 3-122-81, No. 3 & 4 are applicable. The department is reminded that the pre-approved sole source is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e., the 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. The department is reminded that sole source procurements in excess of \$100,000 require certified cost or pricing data pursuant to HAR chapter 3-122, subchapter 15. Copies of the compliance, award posting, and certified cost pricing data and analysis are required to be documented in the procurement/contract file.

It is noted that Mr. Larry Wolfe does not have sole source procurement delegation and has not taken the mandatory workshop. All personnel participating/conducting procurement shall have applicable procurement delegation and training. It is also recommended that Ms. Gerri Konishi retake Workshop #110, Emergency & Sole Source Procurements.

If there are any questions, please contact Bonnie Kahakui at 587-4702 or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

Approved       Disapproved       No Action Required

  
for Chief Procurement Officer Signature      Date 8.12.2015