

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

15 SEP -4 A11:27

TO: Chief Procurement Officer

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

FROM: Department of Agriculture
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 service being procured is training for future agricultural leaders. The service selects qualified individuals that are chosen following a screening and application process to insure they are interested and committed to promoting Hawaii's agricultural industry as a major economic driver for the state. These individuals will receive specialized training and education from reknown industry representatives to prepare them for a career as effective advocates/leaders for agriculture in their perspective businesses, industries and communities.

2. Vendor/Contractor/Service Provider Name:
Agricultural Leadership Foundation of Hawaii (ALFH)

3. Amount of Request:
\$25,000.00

4. Term of contract (shall not exceed 12 months), if applicable:
From: 9/14/2015 *CS*
~~9/15/2015~~ To: 9/15/2016

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.
Please see attached section 6.a.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Training new agricultural leaders is an essential component to Hawaii's food security goals. The Department of Agriculture is tasked with promoting and protecting the agriculture industry in Hawaii. A primary agriculture issue identified in Hawaii is the fact that the average farmer in Hawaii is 58.7 years old (2012 Census of Agriculture). The Department of Agriculture needs to find ways to increase the number of qualified new farmers. ALFH is an essential component in meeting this need, as they have decades of experience training new farmers, and have cultivated an extensive alumni network comprised of agricultural leaders.

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 organizations that can immediately produce the same quality of training and provide the same amount of resources as ALFH. While there are organizations/individuals outside of ALFH that have the agricultural knowledge to train and mentor prospective farmers, no other organization has the immediate capabilities/experience of 30 years of training people that ALFH has. The Department of Agriculture needs experienced training centers to train farmers now. The Department cannot wait 5-10 years for other potential organizations to acquire similar training experience that ALFH has now.

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.

Agriculture training is provided by GoFarm Hawaii, however, the focus is on new farmers.
 Agriculture training is provided by Pacific Gateway, however, the focus is on immigrant farmers.
 Agriculture training is provided by the Agribusiness Incubator Program, however, the focus is on the business side of agriculture.
 Agriculture leadership training provided by ALFH met the department's needs.

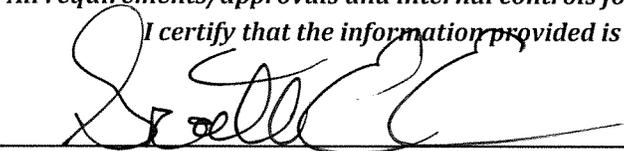
9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)
 *Point of contact (Place asterisk after name of person to contact for additional information).

| Name | Division/Agency | Phone Number | E-mail Address |
|---------------------------------------------------------------------------------------------------|--------------------|----------------|----------------------------|
| Sharon Hurd  | Ag Development Div | (808) 973-9465 | sharon.k.hurd@hawaii.gov |
| Scott Enright  | Chairperson, BOA | (808) 973-9550 | scott.e.enright@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

9-3-15

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 9/4/15

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 of 9/14/2015 – 9/15/2016 and is based on the department's representation that ALFH is the only sole provider in Hawaii for the needed services. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112 shall apply and award is required to be posted on the Awards Reporting System. Copies of the certificate of compliance and award posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

Approved Disapproved No Action Required

 9/25/15
Chief Procurement Officer Signature Date

Attachment 6. A.

6. Described in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

The unique features, characteristics or capabilities of the services being procured are due to the partnership of the ALFH with the University of Hawaii College of Tropical Agriculture and Human Resources (UH CTAHR) since 1986. The University of Hawaii, as a land grant university, is tasked to focus on agriculture and as such, has the unique capability of providing the service of training future agricultural leaders. The Hawaii Department of Agriculture (HDOA) and UH CTAHR know of no other companies/organizations in the State that has the required experience and networking capabilities in training upcoming agricultural leaders and preparing/mentoring them to be successful in Hawaii's agricultural industry. ALFH has been in operation for 30 years and has trained over 165 participants from across the State, including innovative producers (crops, livestock, floriculture, and biofuel), entrepreneurs, corporate management, association executives, university researchers, extension agents, government employees, and non-profit managers. This unique alumni network of agricultural leaders throughout private and government sectors offer new graduates the opportunity to network and seek out mentors for further professional development.

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