



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

15 SEP 23 AM 11:04

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

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 drinking water operator certification examinations, test booklets, and the scoring of such examinations. This request covers ABC membership, test booklets, scoring, and shipping for the year 2016. The attached Testing Service Agreement dated September 8, 2015 shows services ABC will provide. Services are also detailed on their website, [http://www.abccert.org/testing\\_services/default.asp](http://www.abccert.org/testing_services/default.asp). The Estimated Pricing for ABC Services in 2016 is attached. Itemized costs were defined in the Testing Service Agreement pages 18-19, Exhibit D ABC Fee Schedule. Membership cost was defined on the ABC website, [http://www.abccert.org/become\\_a\\_member/certification\\_program\\_membership.asp](http://www.abccert.org/become_a_member/certification_program_membership.asp) and also attached as ABC Certification Program Membership.

2. Vendor/Contractor/Service Provider Name: Association of Boards of Certification	3. Amount of Request: \$8,000.00
4. Term of contract (shall not exceed 12 months), if applicable:  From: <u>1-Jan-16</u> To: <u>31-Dec-16</u>	5. Prior SPO-001, Sole Source (SS) No.:  <u>SS15-076B</u>

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.  
HAR 11-25, Rules Relating to Certification of Public Water System Operators, requires Hawaii to set the standards and manage a drinking water operator certification program to protect public health through the use of trained and experienced personnel to operate public water 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 drinking water operators. ABC provides a uniformity of standards and best practices in certification by developing standardized drinking water 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 ABC Examination Equivalency Chart lists the programs. Certification through reciprocity with other states allows Hawaii to access a larger base of qualified drinking water 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 drinking water 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. The Wastewater Branch was consulted since they also utilize ABC services, and they confirmed that 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 drinking water certification examination services and it was confirmed that they are. The ABC Sole Source Letter 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 drinking water 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
Joanna Seto	EMD/SDWB	586-4258	joanna.seto@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.**

*Virginia Pressler*

Department Head Signature

SEP 21 2015

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 9/24/15

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 from 1/1/2016 to 12/31/2016 and is based on the Department's representation that the Association of Boards of Certification is the only vendor able to provide the testing materials and scoring of examinations for standardized drinking water operator certification.

The Agency submitted a copy of a signed "Testing Service Agreement" with ABC for the period 1/2016 to 12/2016. The Agency is advised that there is no after-the-fact approval for a Sole Source request. The Agency must submit a separate procurement violation approval request. 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 and the awards 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

  
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Chief Procurement Officer Signature      Date 10/13/15