

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

15 OCT 23 A7 51

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department of Business, Economic Development & Tourism
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.
To co-organize a Japan-Hawaii Economic Summit together with DBEDT that will include participation by Hawaii's Sister-State/Prefectural relationships in Japan.
The goods and services being procured are influence, organizational capabilities, recruitment, contacts and goodwill for a Sister-State/Governors' Circle Summit among Hawaii and the following prefectures in Japan: Hiroshima, Okinawa, Fukuoka, Ehime (Sister-States) and Shizuoka, Saga (Governors' Circle Prefectures with formalized relationships with Hawaii).

Table with 2 columns: Vendor/Contractor/Service Provider Name, Amount of Request, Term of contract, and Prior SPO-001, Sole Source (SS) No. Includes handwritten notes and dates.

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
The USJC is a 501(c)3 non-profit organization that contributes to strengthening U.S.-Japan relations in a global context by promoting people-to-people relationships through innovative programs in networking and leadership.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
The USJC has led the Governors' Circle initiative to promote bilateral economic collaboration at the state to prefecture level since 2010.

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.

Please refer to attached document.

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.

N/A

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
Dennis T. Ling	BDS/DBEDT	587-2755	dling@dbedt.hawaii.gov
Marlene Hiraoka	BDS/DBEDT	587-2758	mhiraoka@dbedt.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.

Mary Alice Ewans, Deputy Director
for Department Head Signature

10-21-15
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 11/2/15

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:

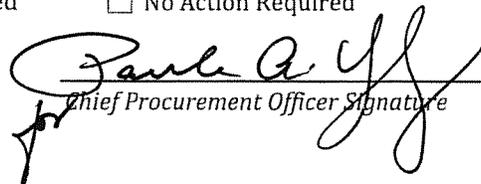
Approval is granted for a 12-month period estimated from 5/1/2016 – 4/30/2017 and is based on the U.S.-Japan Council (USJC) as the only organization with an extensive network and connection to Japan Prefectures, Japan central government and the U.S. government and has historically gathered American and Japanese leaders from all sectors including Hawaii's Governor and the prefectural governors of Japan. 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 Carey Ann Sasaki at 586-0575, or careyann.r.sasaki@hawaii.gov.

Approved

Disapproved

No Action Required


Chief Procurement Officer Signature

12-31-2015
Date

SPO-001

Business Development & Support Division/DBEDT

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.

The U.S.-Japan/Hawaii relationship continues to play a strong and important role in the economy of Hawaii. Japan is Hawaii's largest source of overseas investment and international visitors. DBEDT recognizes the important bilateral relationship the U.S. and Japan share, and believes that Hawaii can play a pivotal role, especially with its existing prefectural relationships in Japan, to help to increase economic opportunities for the state as well as the US.

DBEDT is developing a plan to convene government and business leaders from Hawaii and Japan to develop business, investment, education and cultural exchange opportunities between the State of Hawaii and its prefectural relationships in Japan. This event will build upon existing Japan-Hawaii sister-state relationships; reinforce and expand investment and trade opportunities; spur economic dialogue and exchanges between businesses, officials and academia in Hawaii and Japan; and connect people, business and organizations to grow new ideas, develop international cooperation and invest in areas such as science and technology, renewable energy, education, culture and the arts.

US mainland participants will also be invited as part of the extensive mainland membership and networks of the US-Japan Council. This affords a wider net from which this summit can attract attendees.

The USJC is the only entity with a public-private sector network reach in Japan and Hawaii and the broader US that has the capacity to contribute to DBEDT's efforts by (1) developing a robust summit program and securing high-ranking speakers from Japan, Hawaii and other U.S. jurisdictions; (2) securing cooperation from government entities, nationally and locally, in Japan; (3) securing private sector support from Japan, Hawaii and other U.S. jurisdictions; (4) facilitating opportunities for program development between governments of Japan and the U.S./Hawaii; (5) utilizing its Japan-wide network through the TOMODACHI initiative within the U.S. Embassy in Tokyo; (6) having offices in Tokyo, Los Angeles and Washington, D.C. for logistical and meeting coordination purposes; and (6) undertaking marketing outreach activities to regional prefectures in Japan through its Governors' Circle Initiative.

SS16-019C