



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

RECEIVED BY  
STATE PROCUREMENT OFFICE  
11/06/2015

TO: Chief Procurement Officer

FROM: Hawaii State Public Library 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.**  
Provide debt collection and notice management services to the Hawaii State Public Library System (HSPLS) to collect outstanding and delinquent fines, charges, and/or fees accrued by library patrons and to produce and send out print notices and/or bills to library patrons. Must be able to integrate with our current SirsiDynix Horizon Integrated Library System.

<b>2. Vendor/Contractor/Service Provider Name:</b> Unique Management Services Inc.	<b>3. Amount of Request:</b> <u>*see attached sheet</u>
<b>4. Term of contract (shall not exceed 12 months), if applicable:</b>  From: <u>1/1/2016</u> To: <u>12/31/2016</u>	<b>5. Prior SPO-001, Sole Source (SS) No.:</b>  --

**6. Describe in detail the following:**

**a. The unique features, characteristics, or capabilities of the goods, service or construction.**  
 Unique Management Services Inc. is the sole source provider of collection and notice management services that function in conjunction with the SirsiDynix debt collection management software. This software interface is not available from any other source and SirsiDynix is the sole source provider of any maintenance upgrades, and/or updates associated with the software interface.

**b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department**  
 Unique Management System Inc. is the only collection agency that can tie into our SirsiDynix Horizon Integrated Library 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.

We did inquire with other companies and it was determined that Unique Management Services was the only vendor that could tie into our own integrated system. Please refer to the attached and #8.

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 are no other alternate source that can tie into our SirsiDynix Horizon Intergrated Library System. (see attached Sole Source Affidavit from SirsiDynix)

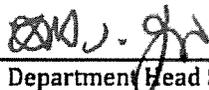
9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

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

Name	Division/Agency	Phone Number	E-mail Address
Dean Sakai	ESSS	831-6891	dean.sakai@librarieshawaii.org
Lynn Masumoto*	OSL	586-3704	lynn.masumoto@librarieshawaii.org

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

NOV - 6 2015  
\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 11/17/2015

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:

Approval is granted for the period 1/1/2016 to 12/31/2016 and is based on the department's representation that Unique Management Services, Inc. is the sole source provider for collection and notice management services that function in conjunction with the HSPLS SirsiDynix software. This approval is for the solicitation process only. Pursuant to HRS Section 103D-310(c) and HAR Section 3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) for all contracts awarded, and award is required to be posted on the Awards Reporting System. Copies of the HCE certificates and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stanton Mato at 586-0566, or email [stanton.d.mato@hawaii.gov](mailto:stanton.d.mato@hawaii.gov).

Approved

Disapproved

No Action Required

  
\_\_\_\_\_  
Chief Procurement Officer Signature

11/24/15  
Date

**NOTICE & REQUEST FOR SOLE SOURCE**

**\*3. Amount of Request:**

\$96,000.00 for notification services

Debt collection services is compensated at the rate 22.5% of all amount collected



SirsiDynix

SOLE SOURCE AFFIDAVIT

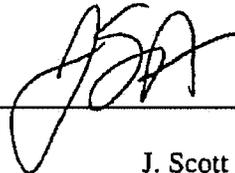
Re: Sole Source

This letter is to certify that Unique Management Services is the SOLE SOURCE provider of collection and notice management services that function in conjunction with the SirsiDynix debt collection management software in the following territories: United States, Canada, Australia, New Zealand, and United Kingdom. This includes the small balance program as well as the standard collection program offered by Unique Management.

This Unique Management Services/SirsiDynix software interface currently is not available from any other source and SirsiDynix is the SOLE SOURCE provider of any maintenance upgrades, and /or updates associated with the software interface.

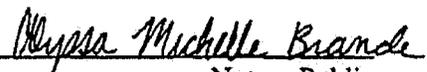
Please feel free to contact our office with any further questions. We may be reached at (801) 223-5200 or at [legal@sirsidynix.com](mailto:legal@sirsidynix.com).

Dated this 1<sup>st</sup> day of JANUARY, 2015

  
\_\_\_\_\_  
J. Scott Askew  
General Counsel, SirsiDynix

Subscribed and sworn to before me this 1<sup>st</sup> day of JANUARY, 2015, by J. Scott Askew.

COUNTY OF UTAH            )  
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STATE OF UTAH            )

  
\_\_\_\_\_  
Notary Public

