



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

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.  
The 35th Anniversary commemorating the sister-state relationship between Hawaii and Fukuoka, Japan will be observed and celebrated in 2016. Events and activities in honor of this milestone may include but are not limited to conducting business seminars and/or facilitating government-to-government meetings related to economic development; commemorative gifts in honor of the anniversary events; hosting visiting delegations including government officials and business leaders that support the sister-state relationship; conducting educational exchanges between schools and students from Hawaii and Fukuoka; protocol events in Hawaii and Fukuoka; organizing a business mission to Fukuoka; and other special events and activities to be developed by the DBEDT/State of Hawaii in conjunction with the prefectural government of Fukuoka and the Hawaii Fukuoka Kenjin Kai (HFKK).

2. Vendor/Contractor/Service Provider Name: Hawaii Fukuoka Kenjin Kai (HFKK)	3. Amount of Request: \$25,000.00
4. Term of contract (shall not exceed 12 months), if applicable:  From: 14-Dec-15 To: 13-Dec-16	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.  
Hawaii's sister-state relationship with Fukuoka Prefecture has created several opportunities for economic, scientific, educational, governmental and business activities that have fostered goodwill and enhanced economic cooperation and advancement. In 2000, DBEDT conducted an educational mission to Fukuoka to promote school excursions. In 2006 for the 25th Sister-State Anniversary, DBEDT, Fukuoka Prefecture and the HFKK, planned a mission to Fukuoka that included: 1) a consumer products and culture show featuring Made In Hawaii products that attracted 35,000 attendees; 2) a business trade show where 10 exhibitors representing 24 Hawaii companies met potential buyers from Kyushu; 3) a celebration, "The Hawaii Experience - Gala Reception" attended by 400 guests from Hawaii and Fukuoka, featuring Hawaiian hula and music. This sister-state relationship has enabled Hawaii and Fukuoka to develop a strong partnership over the years.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
The Business Development & Support Division (BDSB) largely manages and supports the international activities of DBEDT, including supporting Hawaii's sister-state relationships. Our Division staff will work with HFKK and the Fukuoka Prefectural Government to develop a robust program that will commemorate the 35th Anniversary and celebrate the long-standing relationship, while achieving further collaboration on economic development and increased educational and cultural exchange. The HFKK maintains strong, productive relations with the government of Fukuoka Prefecture, and receives numerous visits by government officials and business leaders from the prefecture.

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 HFKK was established in 1957 to serve as the community group for Hawaii residents whose ancestral roots go back to Fukuoka, as well as those with a particular interest in the Fukuoka and Hawaii relationship. Its mission is to promote goodwill and long-lasting friendship among members and between Fukuoka, Japan and Hawaii. It was instrumental in obtaining the Governor's and Legislature's approval for the establishment of a sister-state relationship in 1981. It also has conducted several missions to Fukuoka, and has arranged for mission from Fukuoka to Hawaii.

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.

The Honolulu Japanese Chamber of Commerce concurs that the HFKK is the recommended organization to work with DBET on the anniversary sister-state relationship between the State of Hawaii and Fukuoka Prefecture. HFKK has the reach among the Hawaii-Fukuoka community and business network, as well as the connections with the Fukuoka Prefectural Government, community/residents and businesses in Fukuoka.

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 Ling	BDSD	587-2750	dennis.t.ling@hawaii.gov
Lyle Fujikawa*	BDSD	587-2774	lyle.h.fujikawa@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

11-20-15  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 11/25/2015

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:

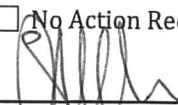
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 12/14/2015 to 12/13/2016 and is based on the department's representation that Hawaii Fukuoka Kenjin Kai is the sole source vendor capable of planning and coordinating the 35th anniversary of the sister-state relationship between the State of Hawaii and Fukuoka, Japan. 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      Date 12/15/15