

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.

AAIDD is the copyright holder and publisher of the Supports Intensity Scale (SIS) used by DDD to assess the needs of the participants in DDD programs. Attached to this SPO form 001 is a letter from AAIDD dated March 7, 2016 that verifies and cites the serial numbers of the copyrights for the SIS assessment tools and for the SIS training materials.

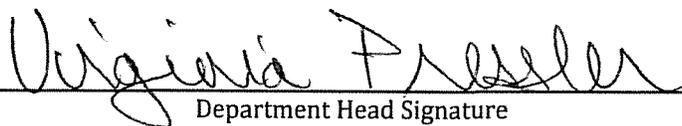
8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.
Compliance with copyright law requires that DDD only procure SIS training from AAIDD since the SIS training materials are copyrighted by AAIDD.

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 |
|---------------|-----------------|--------------|--------------------------------|
| Vanessa Lau* | DDD | 587-6043 | vanessa.Y.M.lau@doh.hawaii.gov |
| Wendy Bullard | DDD | 586-5841 | wendy.bullard@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.


Department Head Signature

MAR 18 2016
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 03/21/2016

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

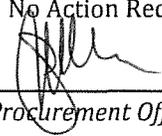
Chief Procurement Officer (CPO) Comments:

This request is disapproved as the department failed to comply with HAR section 3-122-82(d) for submitting a new sole source request for the annual renewal of DOH's sole source contract for period 3/1/2015 to 2/28/2016. Failing to comply with CPO requirements, procurement circulars and directives, the Hawaii Public Procurement Code and its Hawaii Administrative Rules are procurement violations. Department shall submit form SPO-016, *Report of Procurement Violation: Findings and Corrective Actions and /or Request for After-the-Fact Payment Approval*, to explain why the department failed to submit a new sole source request as required. If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.

Approved

Disapproved

No Action Required



4/1/16

Chief Procurement Officer Signature Date