

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

16 MAY 17 A10:18

TO: Chief Procurement Officer
FROM: Dept. 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 State of Hawaii and the Prefecture of Hiroshima will celebrate its 20th anniversary sister-state/prefecture relationship in 2017. The Honolulu Japanese Chamber of Commerce (HJCC), as the agent, conduit and depository for the Hawaii-Hiroshima Sister-State Committee, will coordinate numerous programs that may include but not be limited to, business, trade, education and culture/arts in Hawaii and Hiroshima. In addition, the Committee will assist in facilitating government-to-government coordination between Hawaii and Hiroshima. Hawaii's community of business leaders through the HJCC and other organizations support this initiative and will be engaged in protocol and special events that will be co-organized by DBEDT. The Hawaii-Hiroshima Sister-State Committee will assist DBEDT in organizing business missions to Hiroshima or reverse missions to Hawaii. Protocol and promotional gifts to commemorate this milestone anniversary will also be initiated by the Hawaii-Hiroshima Sister-State Committee.

2. Vendor/Contractor/Service Provider Name: HJCC (Agent, Hawaii-Hiroshima Sister-State Committee)	3. Amount of Request: \$30,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>24-Jun-16</u> To: <u>23-Jun-17</u>	5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.
Hawaii's relationship with Hiroshima Prefecture is grounded in strong historical ties that have served both regions well through over 20 years of mutually beneficial economic, government, educational, cultural/arts and sports exchanges. The Committee fosters this relationship by enhancing goodwill between Hawaii and Hiroshima and fosters economic cooperation and advancement through numerous initiatives. One example is its involvement with a MOU between the DOE and the Dept. of Education in Hiroshima. Both regions will support exchanges between education professionals that will have a positive impact in helping to develop global competence among youth. Hiroshima and Hawaii recognizes the urgency and need to prepare students with 21st century skills that will help them to compete in the global economy.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Education as an industry has a total economic impact of \$650 million to Hawaii's economy. Utilizing Hawaii's strong relationship with Hiroshima Prefecture allows the state to leverage opportunities such as Sister-State/Prefecture programs that have the potential to grow into greater cross-border collaboration in numerous industry areas. Hawaii's relationship with Hiroshima for the past 20+ years has created economic impact for our regions. Given the strong and positive dynamics that exists between Hawaii and Japan, collaborating directly with a strategic partner such as Hiroshima Prefecture will contribute to the department's economic development goals. The Hawaii-Hiroshima Sister-State Committee contributes immensely to this relationship and supports the department's initiatives.

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 Hawaii-Hiroshima Sister-State Committee is the only Sister-State Committee that exists specifically to promote the Hawaii-Hiroshima relationship. It was instrumental in establishing the sister-state relationship and continues to make a positive impact in community and economic development programs. The Committee is the only organization that represents the Sister-State relationship between the State of Hawaii and the Prefecture of Hiroshima and DBEDT will coordinate the 20th Anniversary activities with the Committee.

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 Hawaii-Hiroshima Kenjin Kai is another possible source, however, does not have the manpower to undertake an initiative like the 20th Anniversary Sister-State Activities between the State of Hawaii and the Prefecture of Hiroshima.

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

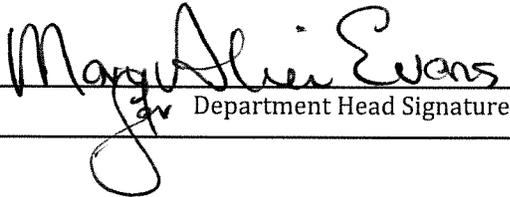
*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Dennis Ling	BDS	587-2755	dennis.t.ling@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

5-13-16
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/18/2016

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:

Approval is granted for the period 6/24/2016 to 6/23/2017 and is for the solicitation process only. Pursuant to HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e., vendor is required to be compliant on the Hawaii Compliance Express) for all contracts awarded, the award is required to be posted on the Awards Reporting System, and the vendor is required to provide proof of compliance prior to award and posting of award. Copies of the 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 586-0566, or email kevin.s.takaesu@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature Date

6/16/16