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# MEMORANDUM

DEPARTMENT OF THE ATTORNEY GENERAL  
HAWAII CRIMINAL JUSTICE DATA CENTER

STATE ADMINISTRATION  
STATE PROCUREMENT OFFICE

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February 1, 2006

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Aaron Fujioka  
Chief Procurement Officer  
State Procurement Office

FROM: Liane M. Moriyama  
Administrator



RE: Sole Source Request Reconsideration

We are requesting reconsideration of a disapproved Request for Sole Source for RLM Associates, Sole Source request Number 06-029-C. In response to the Chief Procurement Officer's comments that the Hawaii Criminal Justice Data Center (HCJDC) should have been aware that the combined total cost for these services would have exceeded \$25,000, we are providing the following explanation:

The planned work for RLM Associates in the initial small purchase was not planned to exceed \$25,000 based on the original project plan and schedule. In early December 2005, unanticipated changes to the project plan and schedule occurred that affected the entire project. Our AFIS vendor proposed a change in the deployment of the MetaMorpho AFIS where it will be implemented prior to the Lights Out Transaction Controller (LOTIC). The HCJDC agreed to this change as it was determined that it would be beneficial to the State to focus resources in order to successfully deploy the MetaMorpho AFIS on its own, and then to phase in the LOTIC.

In the original small purchase, RLM Associates analyzed and designed the Lights Out process to be developed and deployed in conjunction with the MetaMorpho AFIS. This analysis and design work could only be provided by RLM Associates because of the highly detailed and technical knowledge of AFIS, CJIS-Hawaii, and LOTIC that was required. The change in the planned deployment of the MetaMorpho AFIS has necessitated a reassessment and redesign of the testing, deployment, and operations plans for this project. The original plans were developed under the small purchase, but now have to be significantly modified to meet the project's new requirements.

Should there be any questions or concerns relating to this request, please contact me at 587-3110 or via e-mail at [lmoriyam@hcjdc.hawaii.gov](mailto:lmoriyam@hcjdc.hawaii.gov). Thank you for your consideration in this matter.

Approved Disapproved \*\*See back of this memorandum for CPO Comments

 3/9/06  
Chief Procurement Officer / Date

SS-06-029-C

**\*\*CPO Comments**

Our understanding of the initial small purchase procurement for similar services with the vendor, RLM Associates, was determined a sole source. The services to develop the "Lights Out" concept utilized the vendor's proprietary program, HANS, that currently interfaces with the State's AFIS and CJIS-Hawaii systems. RLM Associates was the "sole architect" of the proprietary HANS process, and that this was a component for the development of the "Lights Out" concept. With this understanding, approval is granted for sole source procurement.