



'06 MAY -2 A10 :46

## STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

PROCUREMENT OFFICE  
STATE OF HAWAII

1. TO: Chief Procurement Officer
2. FROM: Department of Agriculture/Agriculture Development Division  
Department/Division/Agency

Pursuant to §103D-306, HRS, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following:

3. Description of goods, services, or construction:

The Oahu Visitors Bureau (OVB) shall work with an in-country company to:

- provide public relations, advertising and other media activities as appropriate to increase awareness of the Oahu Festival in Fukuoka - Hawaii Experience;
- handle logistics of the event including staging (for announcements & entertainment), booth set-up to satisfy specific agricultural vendor requirements (including tables, chairs, electrical, floral decorations, and other requirements), production & display of banners;
- designate two vendor areas for: 1) promotional and 2) demonstration & sampling.

4. Vendor Name: Oahu Visitors Bureau

Address: 733 Bishop St., Suite 1520  
Honolulu, Hawaii 96813-4019

5. Price:

\$12,000.00

6. Term of Contract:

(mm/dd/yyyy)

From: 5/17/06

To: 5/23/06

7. Prior Sole Source Ref No.

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:  
The Oahu Visitors Bureau (OVB) is the single entity organizing the Oahu Festival in Fukuoka - Hawaii Experience.  
The Department of Agriculture shall procure the rental of booth space for vendor exhibits and other services from OVB for this festival.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

By taking advantage of services for the Oahu Festival in Fukuoka - Hawaii Experience procured by OVB in Japan, the Department of Agriculture and its Ag. related vendors are able to participate in this event to further Ag. related trade between Hawaii and Japan.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:  
The Oahu Visitors Bureau (OVB) is the single entity organizing this event.

12. Direct any inquiries to:

Department: Market Development Branch  
Contact Name/Title: Susan Gray-Ellis/Economic Development Spclt.

13 Phone Number:

973-9465

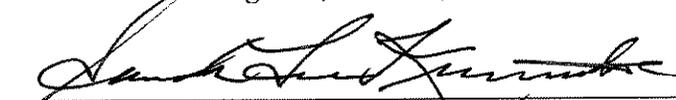
Fax Number:

973-9590

Expenditure may be processed with a purchase order:  Yes  No If no, a contract must be executed and funds certified.

Agency shall ensure adherence to applicable administrative and statutory requirements.

14. I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.

  
\_\_\_\_\_  
Department Head

4/26/06  
\_\_\_\_\_  
Date

Reserved for SPO Use Only

15 Date Notice Posted: 5/4/06

Submit written objections to this intent to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to: Chief Procurement Officer  
State Procurement Office  
P.O. Box 119  
Honolulu, Hawaii 96810-0119

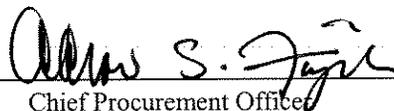
16. Chief Procurement Officer's comments:

Request is hereby returned, "No Action Required." The department currently has delegated authority for small purchase procurements, which does not require CPO approval. Please refer to Procurement Circular 2003-01, Amendment 2 on small purchase guidelines. Should you have any questions on this matter, contact Justin Fo at 586-0577 or Ruth Yamaguchi at 586-0567.

17.

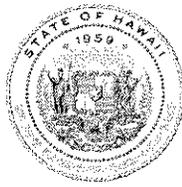
APPROVED  DISAPPROVED

NAR

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

5/11/06  
\_\_\_\_\_  
Date

LINDA LINGLE  
Governor



'06 MAY -2 10:45  
SANDRA LEE KUNIMOTO  
Chairperson, Board of Agriculture

DUANE OKAMOTO  
Deputy to the Chairperson

State of Hawaii  
DEPARTMENT OF AGRICULTURE  
1428 South King Street  
Honolulu, Hawaii 96814-2512  
Phone: (808) 973-9600 Fax: (808) 973-9613

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

April 24, 2006

MD-06-087

To: Sandra Lee Kunimoto, Chairperson, Board of Agriculture  
Through: Matthew Loke, <sup>ML</sup> Administrator, ADD  
From: Susan Gray-Ellis, <sup>SGL</sup> Economic Development Specialist  
Subject: Fukuoka Trade Mission, May 17 – 24, 2006

Please find attached the State Procurement Office forms pertinent for HDOA's participation in the Fukuoka Trade Mission in Fukuoka, Japan, May 17 – 24, 2006.

Upon the advice of the Deputy Attorney General, Margaret S. Ahn, and in accordance with Hawaii Administrative Rules (HAR) Exhibit B to Chapter 3-122, we have completed SPO 01- Notice & Request for Sole Source. We have also completed SPO 10 – Record of Small Purchase and SPO 10A – Small Purchase Written Quotations at the recommendation of the AG's office.

Originally, HDOA & DBEDT were to each contribute \$14,500 to participate in this trade mission. However, with the cancellation of the Gala concert, both HDOA & DBEDT's contribution to participate was reduced to \$12,000.

Staff respectfully requests that you approve the Notice & Request for Sole Source form SPO-01 on page 2.

Should you have any questions, please feel free to call me at 3-9465.

Thank you.



STATE PROCUREMENT OFFICE

RECORD OF SMALL PURCHASE

1. Agency: Department of Agriculture 2. P.O. No. \_\_\_\_\_

3. Date: 4/26/2006 4. Project/Requisition/Work Order No. \_\_\_\_\_

5. This form is required for small purchases \$2,500 or more:
Under \$2,500
[X] \$2,500 to under \$15,000
\$15,000 to under \$25,000 (Attach form SPO-10A)

6. PART A. Description of good/service/construction:
The Oahu Visitors Bureau (OVB) shall work with an in-country production company to:
- provide public relations, advertising, and other media activities as appropriate to increase awareness of the "Oahu Festival in Fukuoka-Hawaii Experience";
- handle logistics of the event such as booth set-up to satisfy specific agricultural vendor requirements (including tables, chairs, electrical, floral decorations, & others); produce banners; designate 2 vendor areas.

7. PART B. QUOTATIONS SOLICITED:
Table with columns: SELECTION (Check Box), Vendor Name, Representative, Phone No, Date of Quote, Amount Quoted.
Row 1: [X] 1.Oahu Visitors Bureau, Mitsue Varley, 524-0722, 04/21/2006, \$12,000
Row 2: [ ] 2.
Row 3: [ ] 3.
Row 4: [ ] 4.
Row 5: [ ] 5.

13. PART C. Justification for inability to obtain minimum three quotations, if applicable:
The Oahu Visitors Bureau (OVB) is the single entity organizing the "Oahu Festival in Fukuoka-Hawaii Experience" event.
The Hawaii Department of Agriculture (HDOA) shall procure the rental of booth space for vendors exhibits and other promo. services at this festival from OVB.
All money paid by HDOA for participation in this event shall go directly to the sponsor/organizer of this event, which is OVB.

14. PART D. Justification for award made to other than lowest quotation:
The Oahu Visitors Bureau (OVB) is the single entity organizing the "Oahu Festival in Fukuoka-Hawaii Experience" event.

15. Signature: Susan J. Gray-Elle, date: 4/24/06
16. Signature: \_\_\_\_\_, date: \_\_\_\_\_
Employee soliciting quotations Procurement Officer approval

FILE A COPY AS SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.

