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

STATE PROCUREMENT OFFICE
1555 KALANOAUAVANU ST
HONOLULU, HI 96813

- 1. TO: Chief Procurement Officer
- 2. FROM: Human Services/HPHA/Homeless Programs Branch
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:

Survey consisting of six questions to update information on the hidden homeless and homeless-at-risk in the State of Hawaii. The survey questions would be added to a survey which was procured by Hawaii Housing Finance and Development Corporation (HHFDC) and SMS. The six questions will be contracted by the Hawaii Public Housing Authority (HPHC) as a separate contract with SMS. Attached are excerpts from the existing HHFDC contract which cites - Compensation and Payment Schedule, Scope of Services, and Time of Performance. HHFDC did not want to amend their contract to include the six questions, because of mitigating circumstances, hence, HPHC desires to enter into a separate sole source contract.

<p>4. Vendor Name: SMS Address: 1042 Fort Street Mall, Suite 200 Honolulu, Hawaii 96813</p>	<p>5. Price: <u>\$11,215.00</u></p>
<p>6. Term of Contract: (mm/dd/yyyy) From: 09/01/06 To: 12/31/06</p>	<p>7. Prior Sole Source Ref No.</p>

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: SMS conducted the Housing Policy Study in 2003 after being selected under a Request for Proposal. The study included questions in a survey to identify Hawaii's hidden homeless and homeless-at-risk. HHFDC put out an RFP for a new Housing Policy Study in 2006, however the RFP inadvertently left out the questions that would enable the study to include an assessment of Hawaii's hidden homeless and homeless-at-risk. SMS was selected under the competitive procurement for the 2006 Housing Policy Study for a total price of \$166,712.81.

The survey questions that would accomplish the homeless assessment consists of six additional questions that, when analyzed with other data gathered through the Housing Policy Study, would produce the data needed to measure the extent of growth or lessening of Hawaii's hidden homeless and homeless-at-risk.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: The unique feature is that the consortium of State and County governments are paying \$166,712.81 for the Housing Policy Study that can be combined with the six additional homeless questions to produce the needed assessment results for an added cost of \$11,215.00, much less than if the State Homeless Programs contracted to produce a separate study. The information derived from the assessment of the hidden homeless and the homeless-at-risk are necessary for the Hawaii Public Housing Authority's ability to plan for future shelter and service needs of the homeless and to effectively put in place homeless prevention programs.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: The costs to recreate the survey would include the six questions, plus all the other demographic data to reproduce the basis for analysis. Additionally, the alternate sources, which would include other research agencies doing business in the State of Hawaii, would have to initiate the survey calls to a sufficient sample size to achieve a confidence level of 95%, analyze the data, and provide the outcomes. The costs would exceed the Hawaii Public Housing Authority, Homeless Programs Branch's ability to do a study update on the 2003 study, yet the update is a necessary planning tool for future homeless facilities and services.

12. Direct any inquiries to:
Department: Human Services, HPHA
Contact Name/Title: Sandra J Miyoshi, Homeless Programs Admin.

13 Phone Number:
832-5931
Fax Number:
832-5932

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.*

Sandra J. Miyoshi
Department Head

8/29/06
Date

Reserved for SPO Use Only

15 Date Notice Posted: 08/30/06

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:

17. APPROVED DISAPPROVED

Chief Procurement Officer

Date