



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

1. TO: Chief Procurement Officer
2. FROM: Attorney General/Child Support Enforcement Agency
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:
Preprinted laser certified mailer forms

Quantity: 45,000

See attached sample form #35663

4. Vendor Name: Walz Postal Solutions, Inc.
Address: 43234 Business Park Dr., Suite 107
Temecula, CA 92590-3604

5. Price:
\$24,999.00

6. Term of Contract: From: n/a To: _____
(mm/dd/yyyy)

7. Prior Sole Source Ref No.
04-64-M

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:
Specifications:
One-up paper laser cut sheet version #35663. (See attached sample #35663, laser printing form)

- a. Paper: 110.00 Index Green
- b. Numbering: Certified Mail Article Number preprinted on OCR font and 39 Bar Code
- c. Construction: Special diecut labels on face per U.S. Postal Service requirements
- d. Ink: Black and green ink on face and back
- e. Taggant Ink: Flourescent Taggant ink on certified mail label

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

The certified mailer forms must be completely compatible with the machines and software currently in operations with the United States Postal Service (USPS) and the Department of the Attorney General/Child Support Enforcement Agency (CSEA). The term "compatible" shall mean that the mailers shall be capable of being processed by laser printers, bar code readers, and electronic mail sorters utilized by the USPS and the CSEA without creating any malfunctions, or that the mailers will not require additional processing not normally required.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:

See attached memos from the State Procurement Office dated March 17, 1998, Control No. PO-98-373.2 and dated May 12, 1999, Control No. PO-99-454.2

The new certified mailer is required to adhere to new United States Postal Services requirements. The software program in the CSEA KEIKI computer systems was programmed to use form #35663 which is provided exclusively by Walz Postal Solutions, Inc., formerly Moore North America or Moore Business Solutions Direct. Using any other certified mailer would require extensive program changes and increase cost substantially.

12. Direct any inquiries to:

Department: Attorney General/CSEA

Contact Name/Title: Sheri Wang, Assistant Administrator

13 Phone Number:

(808) 692-7000

Fax Number:

(808) 692-7134

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.

for [Signature]
Department Head

8/26/08
Date

Reserved for SPO Use Only

15 Date Notice Posted: 9/02/08

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:

Pursuant to Procurement Circular 2006-07, Amendment 1, sole source and emergency procurements for \$5,000 to less than \$50,000 may be approved by the department head and do not require CPO approval or to be conducted on the HePS. However, sole source and emergency procurements \$2,500 or more are required to be posted on the Procurement Reporting System.

For the above reasons, this request is returned with no action required by the State Procurement Office.

17.

APPROVED DISAPPROVED NO ACTION REQUIRED

[Signature] 9/2/08
Chief Procurement Officer Date