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STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

- 1. TO: Chief Procurement Officer
2. FROM: Noemi Pendleton, Executive Office on Aging
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:
To meet federal data reporting requirements, the Executive Office on Aging (EOA) needs to modify their existing data collection system by adding a front end website to provide the following functionality: 1) Creation of a web-based portal for contracted service providers to do on-line data entry when State and County Offices are closed; 2) Install a secure data transfer between the front end website to the existing back end database; and 3) Provide extensive error checking and filtering at the point of on-line data entry so less time is spent on data cleaning.
EOA was recently awarded federal grants to pay for this modification; no State monies will be used.

Table with 2 columns: Vendor Name, Address, Attn, Term of Contract, Price, Prior Sole Source Ref No.

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: AssistGuide Information Services (AGIS) is the sole vendor who will provide the web-based products that have the functionality to do a seamless on-line data transfer between a front end website and EOA's existing back end Harmony SAMS data collection system.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:
AGIS provides a turnkey solution that melds EOA's current Harmony/SAMS data collection system to a front end website. AGIS provides the set-up, staff training, and one year of troubleshooting of the AGIS website products; therefore, IT expertise to implement the AGIS/Harmony SAMS data collection system is minimal.
Complete and accurate data are required for mandated federal reporting to ensure continued federal grant funding for subsequent years; otherwise, funding may be withheld due to incomplete or inaccurate data.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:
the data transfer protocol is proprietary to AGIS through the co-development agreement between AGIS and Harmony; there are no other alternative sources. Since Harmony is the data contractor for the U.S. Administration on Aging, EOA's federal funding source, changes such as new or different data definitions and policies are automatically revised in the Harmony data collection system, and in turn integrated into the AGIS web-based products. Therefore, EOA is assured that federal reporting generated from the Harmony/AGIS software in the State of Hawaii is in compliance with the most current federal reporting criteria.

12. Direct any inquiries to:
Department: DOH- Executive Office on Aging
Contact Name/Title: Tania Kuriki, Research Statistician

13 Phone Number:
586-7315
Fax Number:
586-0185

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

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

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 Signature



11/19/09
Date

Reserved for SPO Use Only

15 Date Notice Posted: 12/3/09

Submit written objections to this notice 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:

Sole source is approved based on the agency's representation and manufacturer's verification that Assist Guide Information Service is the only company that can modify the existing data collection system due to the proprietary data transfer protocols required to accomplish the upgrade.

17.

APPROVED DISAPPROVED NO ACTION REQUIRED


Chief Procurement Officer

12/21/09
Date