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10 APR 27 A10:14 STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

- 1. TO: Chief Procurement Officer
- 2. FROM: Department of Land and Natural Resources / Aquatic Resources
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:

revision to existing HI Humpback Whale sanctuary activity books
 5000 humpback whale activity books (12 pages total)
 5000 HI Humpback Whale National Marine Sanctuary stickers
 10,000 7" x 2" book markers

4. Vendor Name: Design Asylum Address: 1021 Smith Street Honolulu, HI 96817	5. Price: \$6200
6. Term of Contract: (mm/dd/yyyy) From: 01/01/10 4/27/10 02 4/27/10 To: 06/30/10	7. Prior Sole Source Ref No. _____

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:

The products requested are simple revisions to existing designs previously created by Design Asylum. They have unique knowledge of the sanctuary outreach/education requirements & protocols. They have printed these for us in the past and can produce them immediately.

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

The products help fulfill the State of Hawaii's obligation to assist our federal partners promote ocean education throughout the communities.

The Hawaiian Islands Humpback Whale National Marine Sanctuary in partnership with the state of Hawaii is also starting its periodic management plan review process to help dictate the future of the sanctuary. As part of this process it is necessary to conduct public scoping meetings throughout the islands. This material will be available for the public to examine and utilize.

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

12. Direct any inquiries to:

Department: Land and Natural Resources
Contact Name/Title: David Nichols - Acting Sanctuary Co-Manager

13 Phone Number:

808 587-0437
Fax Number:
808 587-0115

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



Date

4/26/10

Reserved for SPO Use Only

15 Date Notice Posted: 4/27/2010

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:

Pursuant to Procurement Delegation No. 2008-01, sole source procurements less than \$50,000 may be approved by the department head and do not require CPO approval. However, sole source 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.

It is noted that David Nichols does not have procurement delegation authority to conduct sole source procurements, nor has he attended the Sole Source training workshop #110. Department is reminded that pursuant to Procurement Delegation No. 2008-01, only personnel that have delegated authority and have taken the required training may participate in the applicable procurement method.

17.

APPROVED DISAPPROVED NO ACTION REQUIRED

Chief Procurement Office

Date

Adams. J. [Signature] 4/27/2010