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STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

- 1. TO: Chief Procurement Officer
2. FROM: Health/Environmental Management/Safe Drinking Water
Department/Division/Agency

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

3. Description of goods, services, or construction:
As part of the 2010 Hawaii Water Works Association (HWWA) Annual Conference, the Department of Health, Safe Drinking Water Branch (SDWB) is working/sponsoring with the HWWA to conduct the Source Water Protection Session. The SDWB will assist the HWWA in planning the workshop, while the HWWA will be responsible for sending out workshop/conference invitations and brochures, handling workshop/conference registration, arranging and paying for non-DOH workshop speakers/presenters, arranging and paying for room rentals and other associated workshop expenses. The HWWA Annual Conference will be held on October 13-15, 2010 at the Grand Hyatt Resort and Spa in Poipu, Kauai. The Source Water Protection Session will be held on October 14, 2010. This year's HWWA Annual Conference is being planned by the Kauai County Department of Water.

4. Vendor Name: Kauai Department of Water (representing the
Address: P.O. Box 1706
Lihue, HI 96766-6706
5. Price:
\$21,000.00

6. Term of Contract: From: 04/30/10 To: 10/31/10
7. Prior Sole Source Ref No.

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: Membership in the Hawaii Water Works Association include: Kauai Department of Water, Honolulu Board of Water Supply, Maui Department of Water Supply, Hawaii Department of Water Supply, Department of Health, and the Department of Land and Natural Resources. The responsibility for planning and conducting the HWWA Annual Conference is rotated each year among the four (4) County Water Departments. This year, the responsibility for planning and conducting the conference. Is that of the Kauai County Department of Water. As the HWWA is made up of State and County Water agencies, DOH funding to the responsible conference planning agency should be exempted from HRS 103D requirements. DOH participation in the HWWA Conference also complies with the FY2010 15% Drinking Water State Revolving Fund Workplan- Training and Technical Assistance Requirement for co-sponsoring the Source Water Protection session .

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: The HWWA Annual Conference provides an excellent opportunity for conducting this "Source Water Protection." The HWWA Conference is expected to attended by key target groups and organizations.. While attendance at this workshop will provide participants with an overview of valuable information on measures and technologies related to protecting drinking water sources

Key target groups and organizations include county water and planning departments, water systems and water industry personnel, environmental organizations, stakeholders (such as land owners and trade organizations), and the public. .

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

(1) Attempt to conduct this training on our own, but previous attempts at similar training in the past has not resulted in participation by key expected target groups. Most of the expected participants regularly attend the annual HWWA Conference.

(2) Local consulting groups do not have the necessary expertise in the area of "source water protection" to conduct this type of workshop. Also it may be difficult to attract the expected key target groups to such training.

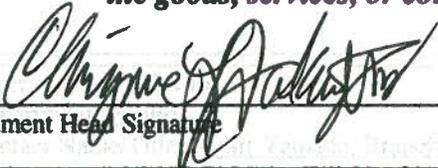
12. Direct any inquiries to:  
Department: Health  
Contact Name/Title: Stuart Yamada, Branch Chief

13 Phone Number:  
586-4258  
Fax Number:  
586-4351

Expenditure may be processed with a purchase order/pCard:  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

SEP 27 2010  
Date

15 Date Notice Posted: 9-29-10

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 HRS §103D-102(b)(3) purchases from a governmental body, from the federal government, or from another state or its political subdivisions, is exempt from HRS chapter 103D. For this reason, this request is returned with no action required. However, it is noted that the department personnel, Mr. Stuart Yamada and Mr. Daniel Chang who were responsible for this procurement request do not have written delegated procurement authority. Please be advised that Messrs. Yamada and Chang shall not participate in any procurement activities until they have received both written delegated procurement authority and have completed the appropriate mandatory procurement training requirements pursuant to Procurement Delegation No. 2008-01 and Procurement Circular No. 2008-05.

17.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

  
Chief Procurement Officer

10/4/2010  
Date