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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: DLIR/RESEARCH & STATISTICS OFFICE  
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:

The primary activity of the Economic Research Organization at the University of Hawaii (UHERO) Forecast Project is the interpretation and projection of statistical and other data on the changing economic and business environment in the State, its four counties, and principal external economies. Summaries and analyses are disseminated through forecast reports, and public fora. UHERO develops and maintains high-frequency industry level statistical models of Hawaii, its four counties and key external economies to support rigorous forecasting exercises. The quality of the forecast program is enhanced by academic peer review and publication.

UHERO will use its proprietary forecast to project green jobs by industry in the State of Hawaii based on the baseline assessment generated by the DLIR Research & Statistics Office (RSO). It will provide an extension to major occupational groups based on projections from the Occupational Employment Survey (OES).

4. Vendor Name: UHERO Address: 2440 Campus Rd., #319 Honolulu, HI 96822	5. Price: \$30,000
6. Term of Contract: (mm/dd/yyyy) From: <u>November 22, 2010</u> To: <u>Nov 21, 2011</u>	7. Prior Sole Source Ref No. _____

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

1. Projections of Hawaii Green Jobs for the following industry groups for 2012, 2014, 2016, and 2018.  
 Agriculture, Forestry, Fishing, & Hunting  
 Construction and Mining  
 Manufacturing  
 Transportation, Warehousing, and Utilities  
 Retail and Wholesale Trade  
 Finance, Insurance, and Real Estate  
 Services
  - Health Care and Social Assistance
  - Accommodation and Food Services
  - Other Services
 Total Private Industry
2. Projections of Hawaii Green Jobs by SOC occupational groups for 2011 and 2018.  
 Additional years will be available on request provided that the DLIR RSO provides corresponding Occupational Employment Survey (OES) data. UHERO will suppress green job projections for any SOC code whose average annual growth is estimate to be fewer than ten.
3. Report: A description of the methodology used to prepare the projections, and a narrative describing the results of the forecasting exercise. The narrative will provide a description of the relative changes and importance of the results and will also relate the findings to the Hawaii Clean Energy Initiative. The overall report will be no more than 10 pages long including tables.

REQUEST FOR SOLE SOURCE (Cont.)

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

UHERO provides a comprehensive and proprietary industry-based forecast. The DLIR RSO does not support, nor does it expect to develop, an internal forecasting program. To meet the requirements of the ETA-sponsored green jobs grant, the baseline assessment that was generated from the recently completed Hawaii Green Jobs Survey must be extended with a formal projections exercise. Resources and funds were appropriated such that the selected service provider would also use OES survey data to project green jobs by major occupational groups. This would culminate in the production of detailed forecast tables and a summary report outlining major findings, policy implications, and methodological details.

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

The Department of Business, Economic Development & Tourism (DBEDT) was consulted at the initial planning phase of this forecasting exercise. At this time, the department's Economic Analysis Division does not have the staffing or resources necessary to complete the assignment within the prescribed timeframe. Moreover, DBEDT recommends that UHERO is better positioned overall to deliver on this aspect of the grant requirements. DBEDT will continue in an advisory capacity. There are no other State-related agencies that offer comprehensive labor market forecasts.

12. Direct any inquiries to:

Department: DLIR - R&S OFFICE  
Contact Name/Title: Francisco Corpuz, Chief

13 Phone Number:

586-9013

Fax Number:

586-9031

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.*

*Calleen Y. Talchir*  
for Department Head Signature

NOV 16 2010  
Date

Reserved for CPO Use Only

15 Date Notice Posted: 11/22/10

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

REQUEST FOR SOLE SOURCE (Cont.)

16. Chief Procurement Officer's comments:

Pursuant to HRS §103D-102(b)(2)(G) 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 no action is required by the Chief Procurement Officer with the understanding that the contract entered into with the University of Hawaii (UH) shall be for services provided by the UH and shall not be a contract to only pass thru funding to another entity.

In conversation with Mr. Francisco Corpuz, it has been confirmed that Mr. Corpuz and Mr. Jeff Matsu are the individuals responsible for this request and that they are aware that they do not have written delegated authority and have not taken the appropriate training. Ms. Suzanne Okazaki has been identified as the contract administrator who has written delegated procurement authority, but has not taken the appropriate mandatory procurement training. This request is approved with the condition similar to SS 11-014-K and SS 11-020-K that Messrs. Corpuz and Matsu and Ms. Okazaki 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 for the applicable procurement method, pursuant to Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05. Department is reminded that exemption awards are required to be posted on the Awards Reporting System.

17.  APPROVED     DISAPPROVED     NO ACTION REQUIRED

*James S. Taylor*  
Chief Procurement Officer

*12/23/2010*  
Date