



AUG -9 A8:15

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Human Services/BESSD/Homeless Programs Office
Name of Requesting Department

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

1. Describe the goods, services, or construction to be procured.
To provide support, maintenance and system upgrades for the Hawaii State Homeless Management Information System (HMIS). Support and maintenance refers to: a) Technical assistance; b) Fixed amount of hours for one-on-one access to the system developer; c) System patches; d) Trouble shooting; and f) Other support related tasks to increase reporting capability.

2. Vendor/Contractor Name: Hybrid International LLC
P.O. Box 88382, Honolulu, HI 96830
3. Amount of Request: \$ 35,320.00

4. Term of contract (shall not exceed 12 months), if applicable:
From: 2/1/2011 To: 1/31/2012
5. Prior Sole Source Ref No.:

6. Features: Describe in detail the unique features, characteristics, or capabilities of the goods, services or construction.
The good, service, or construction has the following unique features, characteristics, or capabilities: The maintenance of the database system can only be provided by Hybrid International LLC. Hybrid International LLC has designed the system according to Housing and Urban Development specifications, wrote the source code of the software system, owns the copyright of the source code, and has thorough knowledge of the complete system. Note: The term of the contract is tied into the Housing and Urban Development renewal timeline for this federally funded contract. The Homeless Programs Office entered into a renewal agreement after which it was determined that the sole source request (which was previously designated "no action required") needed to be renewed.

7. Essential features: Describe in detail how the unique features, characteristics, or capabilities of the goods, services, or construction are essential for the department to accomplish its work.
The HMIS is a homeless program database required by HUD to track homeless clients for the State of Hawaii. The Homeless Programs Office (HPO) manages this database for the entire State of Hawaii and, must ensure that the database complies with all HUD requirements and mandates. The State, the Counties, and all homeless service providers in the State of Hawaii use the database to submit reports and data to HUD. The homeless providers submit reports to HPO as well. Without proper maintenance the database system will not perform correctly and it will become ineffective. The reports drawn down from the system are required to qualify for federal homeless funds which includes formula grants as well as competitive funds.

8. Describe the efforts and results in determining that this is the only vendor/contractor who can provide the goods, services or construction.
The good, service, or construction has the following unique features, characteristics, or capabilities: The maintenance of the database system can only be provided by Hybrid International LLC. Hybrid International LLC designed the database, has written the source code of the software system, owns the copyright of the source code, and has knowledge of the complete system.

9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.
 Other possible sources for the good, service, or construction were investigated but did not meet our needs because only Hybrid International LLC can provide the maintenance of our current system. Please see the attached sheet outlining the other systems investigated.

10. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; and 2) completed mandatory training.
 (Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
<i>Sandra Miyoshi</i>	<i>BESSD</i>	<i>586-7054</i>	<i>SMiyoshi@dhs.hawaii.gov</i>

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

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided is to the best of my knowledge, true and correct.



Department Head Signature

AUG 08 2011

Date

For Chief Procurement Officer Use Only

11. Date Notice Posted: 8-9-11

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer
State of Hawaii
P.O. Box 119
Honolulu, HI 96810-0119

12. Chief Procurement Officer (CPO) Comments:

Procurement Delegation No. 2010-01, Amendment 1 states “. . . procurement requests submitted to the SPO from departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned.” The SPO has no record of attendance at the appropriate mandatory procurement training for the individual listed under no. 10.

Approved Disapproved No Action Required

Andrew J. [Signature] 8/9/2011
Chief Procurement Officer Signature Date

Cost Comparison between HMIS systems

Company	Bowman Service Point	DSI ClientTrack	Foothold Technology	NETSys	Tien Lum Hybrid International
Costs	Initial startup fee \$37,200, user fee determined by number of users (100), Annual recurring fee (also incurred in 1 st year) is \$34,850.	\$7200 initial fee plus monthly license fees either concurrent license fee at \$92 per user per month, OR named active system user lic. Fee at \$61.60 per user per month	one-time set-up fee of \$10,000 and then a monthly fee based on number of users approx \$57.400 per year (e.g., in a continuum of 35 agencies with total 110 system users, the monthly fee will cost \$3,950 per month)	First Year: \$38K-\$74K, Subsequent Yrs: \$23K-\$53K	Yearly Upkeep costs not based on users. Currently paid with Neighbor Island HMIS.
Initial	\$37,200.00	\$7,200.00	\$10,000.00	\$74,000.00	\$27,500.00
Yearly License (based on 200 users)	\$69,700.00	\$147,840.00	\$86,181.82	\$53,000.00	\$0.00
Total 1st Year without modifications	\$106,900.00	\$155,040.00	\$96,181.82	\$74,000.00	\$27,500.00
Comments on User Licenses:	There is likely a bulk discount - but it would likely cost at least 75% of yearly total, or 25% discount	There is likely an even better bulk discount that is unknown - but it would cost at least 50% of yearly total	Unknown. Assume 25% discount	Unknown. Assume 15% discount	No user fees
Modifications (assume 300 hours of work)	Modifications are charged by hourly work based on addendum contracts. Assume \$100/hour for modifications.	Initial modifications are charged based on negotiated total. Additional year is \$7200 per year for 96 hours of modifications/service per year.(\$75/hr)	Likely charges of \$75 to \$100 per hour for modification.	Need to determine total modification cost. For Changes: \$90 hour or Fixed Fee per Work Statement	\$28,000 for list of modifications appended
Cost of Modifications based on 300 hours of Total Three Year Estimated Cost	\$30,000.00	\$22,500.00	\$22,500.00	\$27,000.00	\$27,000.00
Total Three Year Estimated Cost	\$224,025.00	\$251,460.00	\$226,409.09	\$236,150.00	\$109,500.00

Number of active users in the HMIS as of 7/5/11 = 251

SS:LR-DOCD