



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

'11 SEP 22 P12:10

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Human Services/Benefit, Employment and Support Services Division
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:

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|--|------------------------------------|
| 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 e) 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 |
| 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 the 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 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 programs 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. The attached sheet outlines other systems investigated.

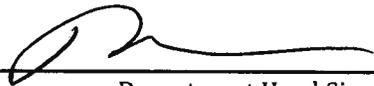
10. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; and 2) completed mandatory training.
 (Type over "example" and delete cells not used.)

| Name of Department Personnel | Division/Agency | Phone Number | e-mail address |
|------------------------------|------------------|-----------------|-------------------------------|
| <i>Julie Morita</i> | <i>BESSD/DHS</i> | <i>586-5230</i> | <i>jmorita@dhs.hawaii.gov</i> |
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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

9/16/2011

Date

For Chief Procurement Officer Use Only

11. Date Notice Posted:

9/23/2011

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:

This request is disapproved as the department has not provided documentation establishing the original method of procurement for the Hawaii State Homeless Management Information System (HMIS) or for the continuing support and maintenance of this system since approximately March 2007.

Department is reminded that 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.”

Approved

Disapproved

No Action Required

Alana S. Jahn
Chief Procurement Officer Signature

10/4/2011
Date