



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

11 DEC -2 A9:06

TO: Chief Procurement Officer
FROM: Department of Transportation
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.
Newly released publication of the American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide, 4th edition, 2011. Eighty-eight copies are needed for the Highways Division.

2. Vendor/Contractor Name: AASHTO
3. Amount of Request: \$ 15,840.00

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

6. Features: Describe in detail the unique features, characteristics, or capabilities of the goods, services or construction.
The Roadside Design Guide is used by the Department's engineers to design roadway projects because it contains the most current information and practices on roadside safety, and focuses on safety treatments that minimize the likelihood of serious injuries when a driver inadvertently leaves the roadway.

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.
AASHTO is the leader in highway design and guidelines in the United States. The publication was developed by the AASHTO Highway Subcommittee on Design and Technical Committee for Roadside Safety. The Hawaii Department of Transportation (HDOT) adopted this publication as a guide in designing its various projects for the State of Hawaii. Also, this manual is required by the Federal Highway Administration to be used as a design guide for all HDOT highway projects that are funded with federal aid.

8. Describe the efforts and results in determining that this is the only vendor/contractor who can provide the goods, services or construction.
This publication can only be purchased through AASHTO.

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.
 There are no alternate sources.

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>Christine Yamasaki</i>	<i>DOT, HWY</i>	<i>692-7572</i>	<i>christine.yamasaki@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

NOV 29 2011
 Date

For Chief Procurement Officer Use Only

11. Date Notice Posted:

12/2/11

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:

This request is being returned with no action required by the SPO as procurements for research, reference and educational materials are not subject to the requirements of HRS Chapter 103D, pursuant to HRS §103D-102(b)(4)(C) and HAR Chapter 3-120, Exhibit A, #1.

Approved

Disapproved

No Action Required

Arnell S. [Signature]
Chief Procurement Officer Signature

12/5/2011
Date