



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Attorney General

Name of Requesting Department

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

1. Describe the goods, services, or construction to be procured.

To print and mail State ID cards from a central production facility.

Staff at the Hawaii Criminal Justice Data Center will review applications, documentation, and do the necessary verifications; the applicant will be given a temporary card. Once all verifications are complete, the card will be flagged as "ready to print". At that point, the card can be printed and mailed from the central production site. Cards will be mailed 2 times per week.

2. Vendor/Contractor/Service Provider Name:

Marquis ID Systems

3. Amount of Request:

See attached

4. Term of contract (shall not exceed 12 months), if applicable:

From: 1-May-12

To: 31-Dec-12

5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

The data for the card production needs to be accessed from our State ID System (SIS). Because the SIS is a proprietary application, developed by Marquis ID Systems, they are the only ones that can access the data via this application.

The security features on the card will meet standards as set forth in the REAL ID Act 2005, and the production facility's security will comply with the NASPO II standard.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department to accomplish its work.

Due to the requirements of the REAL ID Act 2005, certain verifications need to be completed prior to issuing the card. Staff will issue a temporary card to the applicant as long as all necessary documents are presented and appear to be in order. Subsequently, further verification as required by the REAL ID Act 2005 can be done, and the applicant does not have to wait for all of these to be complete. As long as all verifications are positive, a flag will be set in the system and Marquis ID Systems can print and mail the card to the applicant.

The REAL ID Act 2005 also defines security standards for the card and the production facility itself. Marquis ID Systems will produce the cards at a central site which meet these standards.

Having the cards issued centrally will reduce wait times for the public and will save the State from having to make modifications to existing offices in order to meet the physical security standards.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

The data for the card production needs to be accessed from our State ID System (SIS). Because the SIS is a proprietary application, developed by Marquis ID Systems, they are the only ones that can access the data via this application.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

Not applicable because the application is proprietary.

9. 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; 2) completed mandatory training; and 3) who SPO may contact for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	E-mail Address
Laureen Uwaine	HCJDC	587-3341	luwaine@hcjdc.hawaii.gov
Jae Lim	HCJDC	587-3369	jlim@hcjdc.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing 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

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/10/2012

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:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's representation that Marquis ID System is the only vendor that can access the State's SIS data system, which is essential to accomplish the task towards moving to a central production facility. Sole source contracts in excess of \$100,000 require cost or pricing data pursuant to HAR chapter 3-122, subchapter 15. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved Disapproved No Action Required

Adam. J. J. [Signature] 4/18/2012
Chief Procurement Officer Signature Date

Attachment to
NOTICE & REQUEST FOR SOLE SOURCE

3. Amount of Request:

There is a per card cost based on a graduated scale of annual production volumes (noted below). As each level is reached, the ongoing card cost will be adjusted to that new level's cost.

Number of Cards Produced Annually	Cost Per Card
Up to 10,000	\$9.00
10,001 – 30,000	\$3.80
30,001 – 50,000	\$1.80
Over 50,000	\$1.30

It is estimated that the Hawaii Criminal Justice Data Center produces approximately 6,000 cards per month. Based on this, the estimated cost during this time period will be \$198,400.

SS.12-05710