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STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Public Safety  
*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. Additional software licenses and support for the records management system for the Sheriff Division.
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2. Vendor/Contractor/Service Provider Name: IntelliChoice, Inc. dba eForce Software	3. Amount of Request: \$6,652.80
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>Approval</u> To: <u>12 months</u>	5. Prior SPO-001, Sole Source (SS) No.: <u>none</u>

6. Describe in detail the following: a. The unique features, characteristics, or capabilities of the goods, service or construction. The PSD issued RFP No. PSD 10-LE-12, on December 14, 2009 and awarded Contract No. 59657 to IntelliChoice, Inc. for a Records Management System. Additional licenses and support can only be purchased through IntelliChoice, Inc.  b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department The PSD previously evaluated the proposals submitted in response to RFP No. PSD 10-LE-12 and selected the eForce Software as the system meeting its requirements.
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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.

PSD issued RFP No. PSD 10-LE-12 and selected the eForce Software. This purchase is for additional licenses and support only.

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.

None, IntelliChoice's eForce Software is the only source of the licensing and support.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Marc Yamamoto <i>M. Yam</i> 5/22/13	PSD-ASO/PC	808-587-1215	marc.s.yamamoto@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: 5/28/13

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 for the period 06/05/13 to 06/04/14 and is based on the department's representation that the vendor is the sole provider of the software. 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. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file. When processing payment to vendor the department shall attach a current compliant HCE certificate with the invoice for payment.

If there are any questions, please contact Wendy Ebisui at 586-0563, or [wendy.mo.ebisui@hawaii.gov](mailto:wendy.mo.ebisui@hawaii.gov).

Approved

Disapproved

No Action Required

Adam J. [Signature] 6/5/2013  
Chief Procurement Officer Signature Date