



**STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE**

13 JUN 26 P1:34

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DOH/Office of Health Status Monitoring
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.
32 cartons, 8-1/2 x 11, Design Secure Basketweave Safety Paper, Green 24#, 12M 500 sheets per ream, each ream wrapped in kraft paper. Stored in warehouse. Delivered upon request.

2. Vendor/Contractor/Service Provider Name: XPEDX	3. Amount of Request: \$7,914.55
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>N/A</u> To: _____	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 safety paper is made with a basketweave pattern embedded into the paper, a feature which does not allow it to be effectively reproduced. XPEDX is the only supplier of this product in Hawaii.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Certified copies of vital records need to be printed on safety paper to maintain the security of the document. Without this paper, our office will not be able to issue certified copies of births, deaths, marriages and other vital records.

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.

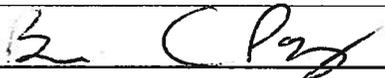
PaperSource & Office Depot do not carry this paper. It is not feasible for them to have this paper in their inventory because no other agency requires this type of paper.

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.

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

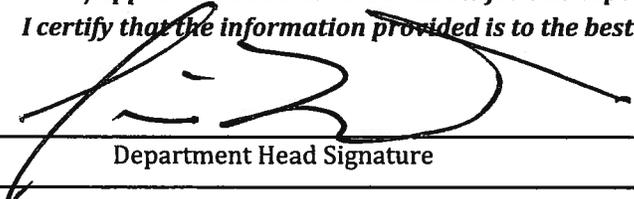
*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Brian Pang *	OHSM	586-8050	brian.c.pang@doh.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

JUN 25 2013

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 6/26/13

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:

This request is disapproved as there are other vendors who sell Design Secure Basketweave Safety Paper. Department acknowledges that XPEDX is not a sole source vendor. Department should utilize the appropriate method of procurement or submit from SPO-007, provided sufficient justification can be made why it is not practicable or not advantageous to competitively procure for the services required.

If there are any questions, please contact Stanton Mato at 586-0566, or stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required

Stanton D. Mato
Chief Procurement Officer Signature

6/28/2013
Date