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STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: DLNR/DOCARE - Hunter Education Program
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.
5,000 Each - Hawaii Hunter Education Program, Student Manuals and 1 Each - Freight

2. Vendor/Contractor/Service Provider Name: Kalkomey Enterprises, Inc./Janice Roff/(214) 351-0461	3. Amount of Request: \$16,735.00
4. Term of contract (shall not exceed 12 months), if applicable: From: _____ 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 Hawaii Hunter Education Program Student Manual are propriety to and custom designed for the Hawaii Hunter Education Program per prior arrangement, affiliation and historical instrctions over the last twenty years with this particular publisher.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
The student manual is a work in progress with over 80 changes modifications, pictures and graphics inserted into the manual within the past 2 years. These changes reflect current safety, hunting, outdoor practices and equipment. The modifications to the student manual, align with and comply with the Hawaii lesson plans and the standards of the International Hunter Education Association - USA (IHEA-USA) of which Hawaii HEP is a member. The student manual clarifies and teaches Hawaii class objecives of safety, conservation, responsibility and ethics in basic, sound language and pictures, conveys lessons and principles. Video presentations complement the student manual segments such as responsibility, safety, outdoor skills and survival techniques.

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 Hawaii Hunter Education Program Student Manual cites this publisher as the sole source vendor for its proprietary hunter education student manuals.

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.

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
Orlando B. Oxiles*	DOCARE/HEP	808-587-0200	orlando.b.oxiles@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

7/31/13

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 8/2/13

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 based on the department's determination that the Hunter Education student manuals have been customized, published and copy righted by Kalkomey Enterprises, Inc. 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.

If there are any questions, please contact Wendy Ebisui at 586-0563, or wendy.mo.ebisui@hawaii.gov.

Approved

Disapproved

No Action Required

Wendy Ebisui
Chief Procurement Officer Signature

8/15/2013
Date