



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: TSP-HHI

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.
Purchase of Endnote x7 software licenses for 102 Department of Health staff (staff to receive a license were selected by division and office directors throughout the Department of Health).

Table with 2 columns: Vendor/Contractor/Service Provider Name (Thomson Reuters), Amount of Request (\$4,921.09), Term of contract (7/22/2013 to 10/22/2013), and 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.
Endnote software is a Thomson Reuters product. Thomson Reuters is extending a discount to the Department of Health of \$45 per license (regular price is \$299.95). This request is for 102 licenses to be distributed throughout the Department, totaling \$4,590.00 (plus \$134.00 shipping/handling and sales tax of \$197.09 brings the final amount of request to \$4921.09).
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Endnote is essential for planners, writers, researchers, and those who do literature searches, reviews and citations. It acts like one's own personal filing system/database for journal articles, automatically citing footnotes and endnotes instead of having to manually type them in. Unique features of Endnote, as compared with other reference management software, include: 1) Customizability of reference types, styles, filters, and connection files; 2) Custom term lists for keywords, authors, publishers or any other fields; 3) Reference Update: ability to obtain new information added to the source record since the first time the record was added to an EndNote library; 4) Find Full Text: ability to have EndNote go online to look for public domain full text articles and attach them to an existing bibliographic record; 5) Author or keyword subject bibliographies can be created automatically; 6) Any kind of file can be attached, not just PDFs, and up to 45 attachments per record; 7) PDF annotation; 8) Free 800# tech support by phone or email; 9) Cite While You Write with Microsoft Word, Apache, Open Office, and Pages; 10) An iPad app that allows one to search and import references.

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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.

Endnote is a Thomson Reuters product. Thomson Reuters is the authorized vendor, and the only vendor offering the discount mentioned in section 6a.

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.

Endnote is the gold standard for reference management software and has the most features (see features in section 6b.). Other softwares were researched via the internet (Mendely, RefWorks and Zotero), but none compared to Endnote's extensive capabilities and each failed to meet at least one of the criteria listed in section 6b (specifically, #s 1, 2, 5 and 6).

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
Lola Irvin * 	TSP-HHI	586-4481	lola.irvin@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.**

  
 \_\_\_\_\_  
 PW Department Head Signature

7/31/13  
 \_\_\_\_\_  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 8/2/2013

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 such as En Pointe Technologies Sales who sell Endnote x7 software licenses. Department acknowledges TR is not a sole source vendor. Department should utilize the appropriate method of procurement or submit form SPO-007, provided sufficient justification can be made why it is not practicable or advantageous to competitively procure for the goods or services required.

If there are any questions, please contact Stanton Mato at 586-0566, or [stanton.d.mato@hawaii.gov](mailto:stanton.d.mato@hawaii.gov).

Approved

Disapproved

No Action Required

Stanton D. Mato 8/6/2013  
Chief Procurement Officer Signature Date