



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: DLNR-DOFAW Maui District, NAH 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.
The High Efficiency Trail Assessment Process and Universal Trail Assessment Process quickly and accurately collects objective information for the assessment of trails and sidewalks. The process documents the actual conditions in outdoor, natural environments. TrailWare is software designed to analyze and present data gathered using the Universal Trail Assessment Process. The UTAP products, Training Workshops, Trail Assessments, Data Processing, and Mapping and Signage Services are used to determine requirements to meet the new ADA Accessibility Guidelines for Outdoor Recreation Areas.

Table with 2 columns: Vendor/Contractor/Service Provider Name, Amount of Request, Term of contract, Prior SPO-001, Sole Source (SS) No. Includes handwritten dates and amounts.

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
Beneficial Designs is the sole manufacturer and sole distributor of all HETAP/UTAP course materials and products. HETAP/UTAP is used to document the actual conditions in outdoor, natural environments. The HETAP/UTAP is a tool that land managers, agencies and individuals can utilize to learn about, monitor, improve and use any outdoor path of travel.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
The new ADA Accessibility for Outdoor Recreation Standards requires that trail be assessed and signed according to new higher standards. These standards include the length, surface type, typical and minimum tread width, typical and maximum running slope, and typical and maximum cross slope of trails and recreational facilities. The HETAP/UTAP Process gathers the required information and presents it in a completed fashion to allow managers to created the required signage for trail heads. This information allows trail users to determine if the feature is within their capabilities and comfort range.

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.

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.  
 Beneficial Designs has created a single device that can provide the necessary information required to meet the new ADA Outdoor Accessibility for Outdoor Recreation Standards. This device and software replace the need to survey the trail for length, surface type, tread width, running slope, cross slope and other obsticals. The software prepares the needed information to create the required trail head signs. No other company is offering these services at this time.

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
Carrie Nohara *	DLNR-DOFAW	873-3508	Torrie.L.Nohara@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.**

  
 me

Department Head Signature

2/9/13

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 9/23/2013

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](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 10/01/13 to 09/30/14 and is based on the department's representation that the HETAP/UTAP course materials and products may only be purchased from Beneficial Designs, 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 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      10/8/2013  
Chief Procurement Officer Signature      Date