



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

13 DEC -3 A8:28

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department of Human Services
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.
Refresh/upgrade for the Department's existing MorphoTrak equipment which includes ten (10) Morpho desktop fingerprint scanning machines, and the related Morpho LiveScan application software, computers, monitors, keyboards, printers needed for the desktop fingerprint scanning machine to be operational.

Table with 2 columns and 2 rows. Row 1: 2. Vendor/Contractor/Service Provider Name: MorphoTrak; 3. Amount of Request: \$72,893.00. Row 2: 4. Term of contract (shall not exceed 12 months), if applicable: From: 12/20/2013 To: 12/19/2014; 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.
Compatibility with existing equipment of the nine (9) MorphoTrak LiveScan Station Portable scanners and laptops the Department currently has. The Department is unable to utilize another vendor to refresh the existing desktop fingerprint scanners and equipment as another vendor's equipment would not be compatible with the MorphoTrak portable scanners and laptops the Department will continue to utilize after the refresh of the desktop scanners and equipment.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
The Department is required under Public Law 109-248 and Hawaii Revised Statutes (HRS) §§ 346-152.5 and 346-154 to ensure the health, safety, and well-being of children served by the DHS, by conducting fingerprint and background checks on individuals who care for children or are licensed, registered, or approved by the Department to provide such care, in accordance with statutes and departmental administrative rules. It is essential to the Department to maintain fingerprint scanning desktop and mobile portable scanning machines to meet the statutory and administrative rule requirements, since there may be individuals who are unable to leave their homes or go to a designated business to complete fingerprint sample collections due to physical mobility or transportation issues. The home, including all adult household members, must be suitable for care of the child, and the determination of suitability cannot be made without the completion of the required national and state fingerprint checks for those persons approved, licensed or registered to provide foster care or child care by the Department.

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.

Since the Department already has nine (9) existing mobile portable fingerprint scanning equipment and machines that are in good condition and functioning properly, any upgraded equipment must be compatible with the MorphoTrak portable scanners, laptops, and software that the Department will continue to utilize after the refresh of the desktop scanners and equipment. The Department contacted the Department of Attorney General, Hawaii Criminal Justice Data Center (HCJDC), which processes all of the requests for federal and state fingerprint Integrated Automated Fingerprint Information System database searches. HCJDC reported that MorphoTrak is the vendor of LiveScan fingerprint scanning equipment and software that HCJDC uses and have configured all of HCJDC data systems to MorphoTrak equipment and software. Therefore, any

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.

DHS consulted with the Department of Attorney General, Hawaii Criminal Justice Data Center (HCJDC), which processes all of the requests for federal and state fingerprint database searches as well as state name-based searches of the Hawaii Criminal Justice Information System database. HCJDC reported that MorphoTrak is the vendor of LiveScan fingerprint scanning equipment and software that HCJDC uses and have configured all of HCJDC systems to MorphoTrak equipment and software. Therefore, any equipment and software DHS were to purchase not from MorphoTrak would need to be configured for connectivity and compability to the HCJDC data systems in order to process any fingerprint submissions by DHS.

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
Dana Balansag*	BESSD/CCPO	586-7187	dbalansag@dhs.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

11/29/13

Date

PR  
11/29/13

**For Chief Procurement Officer Use Only**

Date Notice Posted: 12/3/2013

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

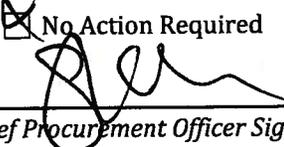
Chief Procurement Officer (CPO) Comments:

Request is returned with no action required as department has determined that this sole sources is compliant with HAR §3-122-81, No. 7. Department is reminded that, HRS section 103D-310(c) and HAR §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. If there are any questions, please contact Stanton Mato at 586-0566, or Stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required



12/13/13

Chief Procurement Officer Signature      Date

SPO-001 - continued

7. continued: equipment and software. Therefore, any equipment and software DHS were to purchase not from MorphoTrak would need to be configured for connectivity and compability (at likely significant additional cost) to the HCJDC data systems in order to process any fingerprint submissions by DHS.