



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

14 JAN 24 P3:05

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Land and Natural Resources

*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.

Randall Tanaka and Nobu June Matsumoto will provide services essential to the bidding process and execution of the International Union for the Conservation of Nature's (IUCN) 2016 World Conservation Congress, an international conference the State of Hawaii is currently in the running to host. Services to be procured include proposal preparation, contract negotiation, coordination and planning, fundraising, execution and wrap up of the 2016 World Conservation Congress. These services will be provided over the next three years dependent on a successful bid.

2. Vendor/Contractor/Service Provider Name:

Nobu June Matsumoto and Randall Tanaka

3. Amount of Request:

\$98,338.37

4. Term of contract (shall not exceed 12 months), if applicable:

From: 15-Jan-14

To: 14-Jan-14

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.

Nobu June Matsumoto and Randall Tanaka played an integral role in the execution of the 2012 Asian Pacific Economic Cooperation (APEC) meeting and have been employed by the Hawaii Convention Center for many years. In that capacity they have successfully brought many national and international conferences to Hawaii. Specifically they have worked with the State to secure our position as one of the two candidates to host this international conference. Their in-depth knowledge of the State's environmental priorities, IUCN's requirements and procedures for hosting the conference and knowledge of working with the private sectors necessary, i.e. airlines and hotels, puts them in a unique position as the only people with the capabilities essential to a successful bid for the 2016 World Conservation Congress.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

DLNR has been tasked by the Governor's office to coordinate the bid preparation to host the IUCN's 2016 World Conservation Congress. Currently no staff member has the skills and knowledge required to facilitate coordinated efforts between the US Government, IUCN, The State of Hawaii, and various local, national and international businesses to execute the IUCN's 2016 World Conservation Congress. In order to have a successful bid the State's needs to demonstrate that it has the personnel with the skill set necessary to execute this Conference. The employment of Nobu June Matsumoto and Randall Tanaka is essential in the states capability of demonstrating this.

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.

Randall Tanaka and Nobu June Masumoto are a unique team from the Hawaii Convention Center that played a lead role in the coordination and development of all pertinent relationships in the execution of the IUCN planning team for Jeju, Korea 2012. Because of this they have unique knowledge critical for the successful bid of the IUCN 2016 World Conservation Congress. In addition this team played an integral role in the successful execution of the 2012 APEC meeting which is of the same caliber and required similar skill sets and expertise as is needed for the International Union for the Conservation of Nature's 2016 World Conservation Congress.

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.

No other candidates were found that have the experience of the 2012 APEC meeting, in depth knowledge of the International Union for the Conservation of Nature's policies and requirements for hosting the 2016 World Conservation Congress, and experience working with the Hawaii Convention Center. No other person or organization has the previous experience and required knowledge to execute the successful bid and hosting of the IUCN 2016 World Conservation Congress.

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
Lisa Hadway	DOFAW	5874181	Lisa.j.hadway@hawaii.gov

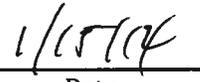
Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**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

*SA*



Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 1/24/2014

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:**

This request is disapproved as there are other vendors able to conduct bidding and contract execution services for special events in the State of Hawaii. Department shall utilize the appropriate method of procurement or submit form spo-007, *Notice of Request for Exemption from HRS Chapter 103D*, and provide sufficient justification it is not practicable or advantageous to competitively procure for the goods or services required. Your justification shall also include:

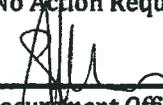
- A detailed explanation of the services provided and to describe what does *execution* and *wrap up* mean. Additionally, where are the event planners for the world conferences? If not on island, state their known location.
- Request Market Research on other sources who have performed this type of service in the State of Hawaii and what would their prices be.
- The attached quote is for a minimum amount of hours of one year only. Since this event in 2016, that is greater than one year. Additionally, the hours during the event and leading up to the event would in all likelihood surge. Request re-evaluating of total costs for these professionals and also funding information (i.e. how is this going to be funded and is funding approve?)

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

  
Chief Procurement Officer Signature

2/10/14  
Date