



**STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE**

TO: Chief Procurement Officer  
FROM: Resource Management - Procurement  
*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.  
Renewal of a one-year license subscription for Grants Lifecycle Manager (GLM) which provides the ability to collect grant applications, make evaluations, develop correspondence with grant applicant, and develop reporting tools for grant data collection.

2. Vendor/Contractor/Service Provider Name: Foundant Technologies, Inc.	3. Amount of Request: \$6,150.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 2/21/2018 To: 2/20/2019	5. Prior SPO-001, Sole Source (SS) No.: OHA:TAP002

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.  
The Foundant Technologies, Inc.'s GLM is providing a 1-year subscription renewal for the OHA/Transitional Assistance Program (TAP) to conduct and manage its online grant solicitation process. The 1-year subscription is specific to the services originally provided by Foundant Technologies. The GLM provides the OHA/TAP the ability to fund eligible organizations to meet the goals of the OHA strategic priorities for improving the conditions of Native Hawaiians in the areas of 'aina, culture, economic self-sufficiency, education, governance, and health.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
The subscription renewal will allow the OHA/TAP to continue to conduct and manage its online grant solicitation process with the original tools, framework and software (updated) that was originally provided by Foundant Technologies, Inc.

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 GLM is completely web-based which provides eligible organizations the ability to submit online applications, which decreases the time in which funding becomes available to the interested applicant, as well as decreasing the cost of applying for funding. Foundant Technologies, Inc. provided the original framework and software for GLM, so naturally, they should continue to provide the updates to the framework and software.

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
Miki Lene	Procurement Unit	808-594-1993	mikic@oha.org
Phyllis Ono-Evangelista	Procurement Unit	808-594-1833	phylliso@oha.org

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

1/25/18

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 1/29/18

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:

Approved       Disapproved       No Action Required

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*Chief Procurement Officer Signature      Date*