



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

TO: Chief Procurement Officer

FROM: Office of Hawaiian Affairs - 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.
625 Custom T-Shirts for the event taking place on January 17, 2018 to observe the 125th year of the overthrow of the Hawaiian Kingdom.

2. Vendor/Contractor/Service Provider Name: Hawaii's Finest	3. Amount of Request: \$5,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 1/17/2018 To: 1/17/2018	5. Prior SPO-001, Sole Source (SS) No.: N/A

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.
Hawaii's Finest customized the unique design on the t-shirts, featuring the images of Hawaii's ali'i. Use of the custom design required the order through Hawaii's Finest, and the bulk order allowed the designer to charge us at its cost.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
The unique design on the t-shirts feature images of some of Hawaii's greatest ali'i, who we will be honoring on the day of the event, January 17, 2018. This day also marks the 125th anniversary of the overthrow of the Hawaiian Kingdom and the start of the 2018 Hawaii Legislative session. The design upholds the purpose of the event: to come together to remember our past and find our way forward.

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.

Hawaii's Finest is a 100% Hawaiian-owned business that features local designs created by Hawaiians for Hawaiians and Hawaii. The two owners of the brand are from Molokai, and share their love of the aina and culture through their projects. This project features images of some of Hawaii's greatest ali'i, who we will be honoring at this event. Hawaii's Finest prides itself in providing high quality products and services with affordable pricing. They are able to complete the large order in a limited amount of time and they are committed to meeting our expectations and not sacrificing quality for price. The Hawaii's Finest design was also chosen by the community planning group for this event, including private, public and non-profit entities. As such, the decision to use the design was a joint effort and not just that of the OHA's.

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.

Because the design, which is appropriate to this event, is 100% owned by this company, no other alternative designs were sought.

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
Phyllis Ono-Evangelista	Procurement/OHA	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

1/9/18

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 1/10/18

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

Chief Procurement Officer Signature Date