



OFFICE OF HAWAIIAN AFFAIRS
NOTICE & REQUEST FOR SOLE SOURCE

TO: OHA Chief Procurement Officer
FROM: Information Technology
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.

Upgrade and Migration of current KI'I intranet to SharePoint Online and ongoing support and maintenance of the KI'I intranet system and its customized workflow applications that support effective and compliant processing of key financial processes.

Lastly, our Intranet system has become our Records management system, that contains Historical records for the Office of Hawaiian Affairs.

2. Vendor/Contractor/Service Provider Name: Thoughtfocus, Inc.	3. Amount of Request: \$20,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: June 30, 2019 To: June 29, 2020	5. Prior SPO/OHA-001, Sole Source No.:

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

The current KI'I intranet/Sharepoint includes various work flows, electronic forms, calendars, libraries, lists, and views that are critical to various key day-to-day functions of the agency such as: G-1 leave request, Purchase Requisition, check request, contract library, Purchase Requisition library, and phone lists. The customized applications that were developed solely for OHA, and require detailed knowledge for continuity and integrity of the applications and its function.

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

The current KI'I intranet/Sharepoint includes various work flows, electronic forms, calendars, libraries, lists, and views that are critical to various key day-to-day functions of the agency such as: G-1 leave request, Purchase Requisition, check request, contract library, Purchase Requisition library, and phone lists. Without these, staff would need to manually complete and route forms for signature, creating inefficiencies in the process and extending the amount of time required to complete.

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.

Thoughtfocus, Inc. was the primary consultant that assisted the OHA team in the design and development of the KI'I intranet's unique framework, workflows, and functions, which gives them access to resources needed to upgrade them and migrate the system to SharePoint Online.

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.

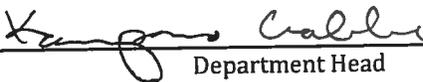
Thoughtfocus, Inc. developed the electronic forms and workflows in the current system and have access to the resources needed to upgrade and migrate them and provide all other services required with minimal lead time.

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
Phyllis Ono-Evangelista	Procurement	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

6/9/19
Date

For OHA Chief Procurement Officer Use Only

Date Notice Posted: _____

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:

psp@oha.org

OHA Chief Procurement Officer (CPO) Comments:

Approved Disapproved No Action Required

OHA Chief Procurement Officer Signature

Date



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: **THOUGHTFOCUS, INC.**

Issue Date: **06/07/2019**

Status: **Compliant**

Hawaii Tax#: 7739944801

New Hawaii Tax#:

FEIN/SSN#: XX-XXX7564

UI#: No record

DCCA FILE#: 86693

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information