



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

TO: 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. Migration of current SharePoint2010 on-premise KI'I intranet applications to SharePoint Online. Configuration, development, maintenance, backup, troubleshooting, and user support for current SharePoint applications.

2. Vendor/Contractor/Service Provider Name: Thoughtfocus, Inc.	3. Amount of Request: \$30,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>1-Jul-20</u> To: <u>30-Jun-21</u>	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. The current KI'I intranet/Sharepoint includes various workflows, electronic forms, calendars, libraries, lists, and views that are critical to various key day-to-day functions of the agency such as: Travel Services Request, Employee Reimbursement Request and Budget Adjustment Request Form workflows. b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department Without these workflows, electronic forms, calendars, libraries, lists, and views, 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 tasks.
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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 the required 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
Geena Chau	OHA Procurement	808-594-1993	geenac@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

5/27/2020

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/27/20

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