



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer  
FROM: Procurement Services Program  
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.  
Provide internet service for our Hilo office with a minimum of 50 Mbps.

2. Vendor/Contractor/Service Provider Name: Spectrum	3. Amount of Request: \$300.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 4/26/2019 To: 8/31/2019	5. Prior SPO-001, Sole Source (SS) No.: 18-9

6. Describe in detail the following:  
a. The unique features, characteristics, or capabilities of the goods, service or construction.  
We are requesting for internet services that provides a minimum speed of 50 Mbps.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
Our Hilo office requires a higher internet speed due to the upgrade to Microsoft 365. Communication is vital between the main office on Oahu and for the Hilo staff to participate in web conferencing. Our IT department determined that a minimum speed of 50 Mbps is sufficient for our Hilo office to have proper connection.

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.

Spectrum is the only service provider in Hilo that was able to meet our minimum requirement of 50 Mbps. Level 3 and Sandwich Isles does not service the area, TW Telecom and Hawaiian Telcom cannot meet the minimum requirement of 50 Mbps, Visat and Microm are satellite providers only, and DirectV Big Island only services customers off the grid.

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
Jennifer Lau	Procurement/OHA	808-594-1815	jenniferl@oha.org
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

4/23/15  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 4/23/19

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 area is intentionally left blank for the Chief Procurement Officer to provide comments.)*

- Approved       Disapproved       No Action Required

\_\_\_\_\_  
*Chief Procurement Officer Signature      Date*