



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

TO: Chief Procurement Officer

FROM: Office of Hawaiian Affairs - Procurement Unit
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. **See Attachment No. 1 for complete description:**
The Office of Hawaiian Affairs is partnering with the Council for Native Hawaiian Advancement (CNHA) to raise awareness in the Native Hawaiian Community about Census 2020 and ultimately increase the response rate of Native Hawaiians who complete the Census. CNHA is a registered Complete Count Committee (CCC) with the Census Bureau. Complete Count Committees seek to increase the response rate for targeted populations (e.g., non-profits, LGTQ, government, etc.). CNHA has developed a Census 2020 Complete Count Committee Plan in alignment with US Census Bureau goals as well as uniquely suited to our communities. The strategies: (1) convene and develop coalition, (2) allocate/obtain funds for the CCC and assign a staff person to work with the committee, (3) set clear, achievable goals and objectives, (4) identify areas of the community that may need extra efforts, either a geographical area or a population that might Hard to Count (HTC), (5) use grassroots approach working with community based organizations and groups who have direct contact with

2. Vendor/Contractor/Service Provider Name: Council for Native Hawaiian Advancement	3. Amount of Request: \$100,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 1-Dec-19 To: 30-Jun-20	5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following: **See Attachment No. 1 for complete description:**

a. The unique features, characteristics, or capabilities of the goods, service or construction.
As stated previously, the OHA is partnering with the Council for Native Hawaiian Advancement (CNHA) to raise awareness in the Native Hawaiian Community about Census 2020 and ultimately increase the response rate of Native Hawaiians who complete the Census. CNHA is a registered Complete Count Committee (CCC) with the Census Bureau. Complete Count Committees seek to increase the response rate for targeted populations (e.g., non-profits, LGTQ, government, etc.). CNHA is the only CCC with a focus on Native Hawaiians and Pacific Islanders. CNHA has developed an awareness raising campaign that will be distributed via their own networks as well as the networks of partner organizations that include Office of Hawaiian Affairs, Kamehameha Schools, Lili'uokalani Trust, Papa Ola Lokahi, and Hawai'i Community Foundation. CNHA will also go directly into Native Hawaiian communities to provide support and access to the Census via technology.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department **See Attachment No. 1 for complete description:**
OHA's statutory purpose is the betterment of the conditions of Native Hawaiians and its mission and vision is to empower and ensure the well-being of its beneficiaries - Native Hawaiians. Native Hawaiians continue to be overrepresented in many of the social, physical, and mental health issues in the state. They are overrepresented in the social services (e.g., Section 8 Housing, TANF, Title I, School Lunch Program, Head Start, WIC, Foster Care, etc.) that seek to address issues. In 2016, Hawai'i received \$3.6 billion of the approximately \$800 billion that was distributed to states for federal programs that included social services, health services, transportation, housing, schools, etc.). These funds were based on the 2010

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. **See Attachment No. 1 for complete description:**

There are no other CCCs that are focused on Native Hawaiians and other Pacific Islanders. Given that CNHA had proactively sought to become a CCC and develop a plan of action, the partner Native Hawaiian organizations will not be forming individual CCCs or developing another CCC instead choosing to leverage the opportunity that CNHA brings to ensure that the Native Hawaiian community is well aware about the Census and motivated to complete the Census. A competitive bid process would (1) require that an organization register and meet the parameters of the US Census Bureau, (2) establish relationships with each of the partner Native Hawaiian serving organizations, (3) have established relationships in Native Hawaiian communities including Homestead communities, (4) develop a comprehensive community organization and

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.

There are no other sources investigated because there are no other registered CCCs that are focused on Native Hawaiians and there are not enough resources that each Native Hawaiian organization can use to engage in a campaign of this magnitude, but rather collectively can ensure a better outcome for response rates in the 2020 Census.

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
Lisa Watkins-Victorino	OHA/Interim COO	808-594-0280	lisaw@oha.org
Phyllis Ono-Evangelista	OHA/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 Signature

11/18/19

Date

For 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:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

- Approved Disapproved No Action Required

Chief Procurement Officer Signature Date

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Form SPO -001(rev 08/13/2012)

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6. Describe in detail the following:

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

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

OHA's statutory purpose is the betterment of the conditions of Native Hawaiians and its mission and vision is to empower and ensure the well-being of its beneficiaries - Native Hawaiians. Native Hawaiians continue to be overrepresented in many of the social, physical, and mental health issues in the state. They are overrepresented in the social services (e.g., Section 8

Housing, TANF, Title I, School Lunch Program, Head Start, WIC, Foster Care, etc.) that seek to address issues. In 2016, Hawai'i received \$3.6 billion of the approximately \$800 billion that was distributed to states for federal programs that included social services, health services, transportation, housing, schools, etc.). These funds were based on the 2010 Census Counts. OHA has a vested interest in making sure that as much funding as possible is available to help address the needs of its beneficiaries via State and Federal programs.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, service and construction.

There are no other CCCs that are focused on Native Hawaiians and other Pacific Islanders. Given that CNHA had proactively sought to become a CCC and develop a plan of action, the partner Native Hawaiian organizations will not be forming individual CCCs or developing another CCC instead choosing to leverage the opportunity that CNHA brings to ensure that the Native Hawaiian community is well aware about the Census and motivated to complete the Census. A competitive bid process would (1) require that an organization register and meet the parameters of the US Census Bureau, (2) establish relationships with each of the partner Native Hawaiian serving organizations, (3) have established relationships in Native Hawaiian communities including Homestead communities, (4) develop a comprehensive community organization and communications plan, (5) have the capacity to implement that plan. All by Census day - April 1, 2020.