



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

TO: Chief Procurement Officer

FROM: Office of Hawaiian Affairs
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.
1. OHA boardroom audio/video hardware and software maintenance and support and boardroom reconfiguration rewiring. OHA boardroom is the main place that OHA Trustees conduct public and private meetings, along with OHA administrative staff. All OHA trustee meetings are live broadcasted to the public based on the Sunshine laws. A reliable sound and video system is essential for the meetings. 2. Smartboards and sound systems in OHA regular conference rooms maintenance and support. OHA acquired 2 75-inch smartboards in 2020, and these will be used for meetings within OHA and its beneficiaries.

2. Vendor/Contractor/Service Provider Name: The Audio Visual Company (AVCO)	3. Amount of Request: \$10,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 3/1/2021 To: 2/28/2022	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.
AVCO is the most advantageous and responsive vendor to address the issues, complete the maintenance and support tasks in a timely and cost effective manner. AVCO is a well-known audio/video service company in Hawaii. AVCO implemented the OHA boardroom audio/video system when OHA first moved to Na Lama Kukui in 2014. AVCO then helped to upgrade the system in early 2020, including OHA smartboards. The technicians at AVCO are experts on the systems. Seeking an alternative vendor would require additional costs for other vendors to acquire proficiency on our system resulting in multi-vendor complications.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
The boardroom is the main place for OHA trustees to conduct public meetings, host testimonies, etc. Interruption of the audio/video services would result in failures of the meetings and possibly violate state Sunshine laws.

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.
 Internet searches, no equivalent company found

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.
 NA

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
<i>Tiger Li*</i>	<i>OHA - IT</i>	<i>8083479229</i>	tigerl@oha.org
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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.


January 12, 2021

 Department Head Signature Date

For Chief Procurement Officer Use Only

Date Notice Posted: January 12, 2021

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