



**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.  
The OHA boardroom audio/video onsite support services. The OHA boardroom is the main place that OHA Trustees conduct public and private meetings, along with the 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. Vendor/Contractor/Service Provider Name: The Audio Visual Company (AVCO)	3. Amount of Request: \$4,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>3/1/2023</u> To: <u>2/28/2024</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.  
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 the OHA first moved to Na Lama Kukui in 2014. AVCO then helped to upgrade the system in early 2020, including the OHA smartboards. The AVCO technicians 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 the 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.  
 N/A

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	8085820502	<a href="mailto:geenac@oha.org">geenac@oha.org</a>

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

February 06, 2023

\_\_\_\_\_  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: February 7, 2023

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:

Approved

Disapproved

No Action Required

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*Chief Procurement Officer Signature    Date*