



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

TO: Chief Procurement Officer

FROM: OHA - Research Division

*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.

Hosting, backup, support, maintenance and upgrade of the OHA Papakilo and Kipuka databases.

Pursuant to HAR 3-122-81(d), we are seeking a multi-term contract. Pursuant to HRS 3-122-149(d)(B), a multi-term contract may be considered when it is in the best interest of the State (OHA) to provide uninterrupted service over more than one fiscal period and where the contract will result in significantly more favorable contract terms and prices compared to a series of shorter term contracts for the same good or service due to: a changeover of service contractors with both high phase-in and high-phase-out costs during a transition period.

Initial term of contract: 12 months. Option to extend the Time of Performance: Length of each extension: Up to 12 months, may be less than 12 months when it is in the best interest of the OHA. Maximum length of contract: 60 months.

2. Vendor/Contractor/Service Provider Name:

DL Consulting Limited

3. Amount of Request:

\$102,569.00

4. Term of contract (shall not exceed 12 months), if applicable:

From: 12-Jun-24

To: 11-Jun-25

5. Prior SPO-001, Sole Source (SS) No.:

24-01

6. Describe in detail the following:

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

The Papakilo Database is the ongoing development of a comprehensive "Database of Databases" consisting of varied collections of data pertaining to historically and culturally significant places, events, and documents in Hawai'i's history that is made available to beneficiaries and the general public to freely access online.

The Kipuka Database is a geographical information system (GIS) that utilizes the latest mapping technologies to link historic data sets to geographic locations reinforcing the concept of information imbedded in the 'āina and encoded in the wahi inoa and is made available to beneficiaries and the general public to freely access online.

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

Papakilo's data will greatly increase OHA's ability to preserve and perpetuate cultural and historical information and practices, thus providing an invaluable resource to educate other regulatory agencies, beneficiaries, and the general public. Kipuka provides easy access to information about Hawai'i's land, culture and history and an opportunity for individuals to forge new relationships between themselves and the 'āina that is most important to them.

OHA's Research Division has spent countless resources on developing these databases that provide a large quantity of valuable resources and information for our beneficiaries.

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.

DL Consulting Limited is the primary consultant that developed the Papakilo Database's unique framework, codes, and proprietary functions from its inception, which gives them access to the knowledge and resources needed to host, backup, support, maintain and upgrade them. Additionally, the interconnectivity between Papakilo and Kipuka and the unique coding that was developed between the two databases justifies the necessity to keep the databases housed on the same network with DL Consulting Limited.

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.

In the past, both databases have been hosted by SystemMetrics Corporation, who provided intermittent and inadequate services for seven years leading to site unavailability, system crashes and often times, DL Consulting Limited had to come in and rectify the issues. DL Consulting Limited developed the Papakilo Database, worked intimately with the Kipuka Database, and has access to the resources needed to host them and provide all other services required with minimal lead time. These databases need secure, reliable and qualified hosting services that DL Consulting Limited can provide.

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	808-582-0502	<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 27, 2024

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: February 28, 2024

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*