



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

TO: Chief Procurement Officer

FROM: Public Policy

*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 software services and support for Hawaii Legislative Tracker.

2. Vendor/Contractor/Service Provider Name:

Jupiter Solutions LLC

3. Amount of Request:

\$7,770.00

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

From: 11/1/2020

To: 10/31/2021

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.

The tracker features include bill tracking, status reports, automated generation of hearing notices for the bills tracked, differences between the last two (2) versions of a bill, advanced search features that include search by bill number, search by introducer, search by committee, search by measure title and search by text. The service also includes having any number of administrative logins and client logins.

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

The tracker system has years of archived bill positions (which inform future position recommendations) and customized keyword search lists (which provide Public Advocacy with running updates of amendments to formerly irrelevant bills that may make them relevant to various subject matter areas or to beneficiaries' interests). Public Advocacy also uses the tracker's functionalities to create Excel matrices of hundreds of bills are taken to the Board of Trustees every week that the legislature is in session (including removing dead bills as they miss key deadlines, and removing bills without positions).

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.

Jupiter Solutions LLC developed the software product for instantaneous information/automated updates that Public Policy can't get through the public Hawaii State Capitol website interface. They have developed specific training and standardized processes for OHA staff. OHA has extensive troubleshooting with the developer to tailor and evolve the software to meet OHA's Public Policy needs. A thorough vetting of other software products in this field was conducted, and only Jupiter Solutions LLC offers the specific feature set, all of the legislative tracking functions, and the customer care and tech support that are essential to Public Policy's functions.

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.

Public Policy reached out to 10 companies who offer federal and state level legislative tracking software. All responsive companies were vetted and multiple demonstration meetings were conducted. This process concluded that Jupiter Solutions is the only source that has the ability to provide the custom bill tracker software service and corresponding support that are essential to the OHA's Public Policy functions.

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	808-594-1993	<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

Oct 7, 2020

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 10/07/2020

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*