



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.
Provide internet service for our Hilo office with a minimum of 50 Mbps.

Table with 2 columns: Vendor/Contractor/Service Provider Name (Spectrum), Amount of Request (\$1,400.00), Term of contract (20-Apr-18 to 19-Apr-19), and Prior SPO-001, Sole Source (SS) No. (N/A).

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
The unique feature that we are looking for is the minimum of 50 Mbps
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Due to the upgrade to Microsoft 365, we needed a higher internet speed for our Hilo office to be able to communicate with the main office on Oahu and participate in our web conferencing. Our IT department determined a minimum of 50 Mbps would be sufficient in order for the Hilo office to have proper connection.

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.

After researching which internet service providers service the Hilo area, I contacted them and discovered that there was only one service provider (Spectrum) that was able to meet our minimum of 50 Mbps needed. Many of them did not qualify due to the following: Level 3 & Sandwich Isles - do not service the area, TW Telecom, Hawaiian Telcom - can't meet the minimum 50 Mbps needed, Visat, Microm - satellite provider only and Directv Big Island - only designated for customers who are off the grid.

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.

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).

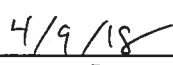
Name	Division/Agency	Phone Number	E-mail Address
Charmaine Matsuura*	Procurement Specialist	808-594-0273	charmained@oha.org
Phyllis Ono-Evangelista	Procurement Manager	808-594-1833	phylliso@oha.org

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



Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/11/18

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:

www.oha.org/solicitations

Chief Procurement Officer (CPO) Comments:

- Approved Disapproved No Action Required

Chief Procurement Officer Signature Date