



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

TO: Chief Procurement Officer

FROM: OHA - Information Technology
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.
Configuration, development, revision, maintenance, backup, troubleshooting, and user support for current SharePoint applications, and OHA Business Travel app.

Pursuant to HAR 3-122-81(d), we are also seeking approval for 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.

2. Vendor/Contractor/Service Provider Name: Thoughtfocus, Inc.	3. Amount of Request: \$24,500.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>1-Jul-21</u> To: <u>30-Jun-23</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.
The current KI'I intranet/Sharepoint includes various workflows, electronic forms, calendars, libraries, lists, and views that are critical to various key day-to-day functions of the agency such as: Travel Services Request, Employee Reimbursement Request and Budget Adjustment Request Form workflows.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Without these workflows, electronic forms, calendars, libraries, lists, and views, staff would need to manually complete and route forms for signature, creating inefficiencies in the process and extending the amount of time required to complete tasks.

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.

Thoughtfocus, Inc. was the primary consultant that assisted the OHA team in the design and development of the KI'I intranet's unique framework, workflows, and functions, which gives them access to resources needed to upgrade them and migrate the system to SharePoint Online.

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.

Thoughtfocus, Inc. developed the electronic forms and workflows in the current system and have access to the resources needed to upgrade and migrate them and provide all the required services required with minimal lead time.

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	geenac@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

April 20, 2021

Date

For Chief Procurement Officer Use Only

Date Notice Posted: April 21, 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