



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

TO: Chief Procurement Officer

FROM: OHA - Human Resources

*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.  
Adding biometric readers and related and related access control system to six central areas of the Honolulu OHA offices using exiting pathways to update current system to allow for time and attendance tracking and Premisys Annual Service Agreement includes software updates/license.

2. Vendor/Contractor/Service Provider Name: Security Resources Pacific, Inc	3. Amount of Request: \$27,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 7/1/2024 To: 6/30/2025	5. Prior SPO-001, Sole Source (SS) No.: 24-09

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.  
The Office of Hawaiian Affairs currently uses the PremiSys application for office access and ID badges. Prior to moving to Na Lama Kukui, a biometric system was in place at OHA's former office location but was not transferred to the new office space. Utilizing and upgrading the current system reduces costs to implement a brand new system and related equipment and Premisys Annual Service Agreement includes software updates/license.

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

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.

The current PremiSys application reduces added startup costs required to put a new system/application in place with minimal costs as the basic infrastructure is available. The vendor that installed OHA's office access application, Security Resources has the resources to upgrade OHA's system with biometric equipment (similar to what OHA used at the Pacific Park Plaza) to provide the time and attendance tracking and Premisys Annual Service Agreement includes software updates/license.

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.


One other vendor was contacted by the Land Director. That vendor also sources it's work through Security Resources.

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
Gregory Chang	Procurement	808-582-0495	<a href="mailto:gregoryc@oha.org">gregoryc@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.***


Jun 27, 2024

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Department Head Signature Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: \_\_\_\_\_

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

\_\_\_\_\_  
*Chief Procurement Officer Signature      Date*