



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

TO: Chief Procurement Officer
FROM: Office of Hawaiian Affairs - Advocacy
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.
This is a multi-term sole source contract for a Legislative Tracker. Vendor provides software services and support for Hawaii Legislative and County Tracker. 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.

2. Vendor/Contractor/Service Provider Name: Jupiter Solutions, LLC	3. Amount of Request: \$19,100.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 1/30/2024 To: 7/31/2026	5. Prior SPO-001, Sole Source (SS) No.: 21-02

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.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
The tracker tool allows OHA to track the progress of a bill or resolution as it is making its way through the legislative process. Knowing where legislation is in the pipeline is important for OHA to be able to be proactive and influence decisions.

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.

There are a finite number of IT specialty firms and this one is the only one who does tracking of the legislative process. In reference from 2020 - Jupiter Solutions LLC developed the software for instantaneous information/automated updates that Advocacy 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 Advocacy 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 chat are essential to Advocacy 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.

Not that we are aware of

In reference from 2020 - Advocate 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 Advocacy 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
Gregory Chang	OHA Procurement	808-582-0495	gregoryc@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.

Carman Iken Lindsey

Jan 19, 2024

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

Chief Procurement Officer (CPO) Comments:

- Approved Disapproved No Action Required

Chief Procurement Officer Signature Date