



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

TO: Chief Procurement Officer

FROM: Grants Program
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.
Advanced Scholarship Lifecycle Manager (SLM) provides individual grant making and expanded functionality critical to OHA grant management, including configurable workflows, advanced reporting, application management, reviewer assignment, and post-award monitoring. The system supports unlimited users, configurable reporting and exports, and integrated communication tools such as email templates and automated notifications.

2. Vendor/Contractor/Service Provider Name: Foundant Technologies	3. Amount of Request: \$68,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>Apr-26</u> To: <u>Apr-31</u>	5. Prior SPO-001, Sole Source (SS) No.: <u>26-03</u>

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.
The Advanced System includes enhanced capabilities such as:

- Single Sign-On (SSO) for secure access
- Universal application functionality to streamline applicant experience
- Payment import tools for efficient financial processing
- Custom permissions and role-based access for scholarship managers
- API access for data integration with other systems
- Eligibility quiz and question branching to improve applicant screening and workflow efficiency

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
These features are essential to maintaining operational continuity, improving efficiency, and ensuring accurate and timely scholarship administration.

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.
 (Please see word doc attached below for answer to number 7 in detail.)


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.
 Alternate sources include OpenWater, Blackbaud, Embark, RQ Platform, Electronic Form Solutions, and Submittable. Due to our current subscription to Foundant for our Grant management system, continuity described in item 7 above supports a sole source contract for this purchase. Cost for this program is comparable to other providers.

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
<i>Chris Stanley</i>	<i>Procurment</i>		chriss@oha.org
<i>Karina Macklin</i>	<i>Procurement</i>		karinam@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.***


Apr 6, 2026

 Department Head Signature Date

For Chief Procurement Officer Use Only

Date Notice Posted:

04/07/26

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

7. Continued- Describe the efforts and results in determining this is the only vendor/contractor/service provider who can provide the goods, services or construction:

Pursuant to HAR §3-122-81(c), a sole source procurement is justified as Foundant Technologies is the proprietary provider of the Grant Lifecycle Manager platform currently in use at OHA. Key justification factors include:

1. System Continuity and Data Integrity. OHA's existing data, workflows, and historical records are housed within Foundant's system. Transitioning to another vendor would result in significant disruption, potential data migration risks, and loss of institutional knowledge embedded within the current configuration.
2. Proprietary Software and Exclusive Licensing. Foundant Technologies is the sole provider and licensor of the SLM platform and its Advanced System features. No other vendor can provide the same proprietary system, configuration, or support services.
3. Operational Efficiency and Cost Avoidance. Continued use of the existing platform avoids substantial costs associated with procurement, implementation, customization, staff retraining, and system integration that would be required for a new solution.
4. Stability in Program Delivery. Scholarship cycles span multiple years, from application intake to post-award monitoring. A multi-year contract ensures uninterrupted service and consistent support across scholarship cohorts and program cycles.
5. Specialized Functionality for Scholarship Management. The SLM Advanced System is specifically designed for scholarship lifecycle management, including application intake, multi-stage review processes, reporting, and post-award tracking, which aligns directly with OHA's programmatic needs.
6. Ongoing Support and Upgrades. The license includes unlimited support (phone, email, and chat), system upgrades, and access to support resources, ensuring the system remains current and responsive to OHA's evolving needs.