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 user management and website support, maintenance, and upgrades to the Papakilo database, upgrade legacy PHP code, and add Hawaiian Mission Houses and the Hawaii State Archives as a searchable collection. Must be able to intergrate with the Papakilo Database system.

2. Vendor/Contractor/Service Provider Name:
 	
   DL Consulting, Ltd.
	3. Amount of Request:
	
	   $75,064.50

4. Term of contract (shall not exceed 12 months), if applicable: From: 6/1/2018 To: 6/1/2019	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. User management upgrade to Papakilo Newspapers – make possible to search the users and the user's fields, and to use the search to only display a single group of users. Update display of users to be paged, so that 20 or 50 users are displayed on each page; Support, maintenance and perform upgrades to the main Papakilo site and associated Veridian newspaper site including: Papakilo web application technology upgrades. – Implement interoperability upgrade to ensure User Text Correction changes on the Papakilo Newspaper site that triggers that new text to be re-indexed in the main Papakilo search; Upgrade legacy PHP code; Add Hawaiian Mission Houses as a searchable collection; Add Hawaii State Archives as a searchable collection b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department Up to date maintenance and upgrades are essential to the operation of the Papakilo database. DL Consulting created the original framework for Papakilo. There is no other database that contains the collections of data pertaining to historically and culturally significant places, events, and documents in Hawaii's history. Papakilo provides an online resource repository of data of cultural and historical information and practices that educates other agencies, OHA's Native Hawaiian beneficiaries, and the general public. The successful results of the Papakilo database is due to the OHA proprietary code that DL Consulting, Ltd. developed. DL Consulting also provides unique mass batch uploading system that can integrate with the Papakilo database system.

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 attached

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.

Give the complex nature of the Papakilo Database's coding and the understanding of the project's comprehensive history, there is no alternate source that meets the needs required for the upgrades, maintenance, enhancement and continued development to the Papakilo Database.

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
Phyllis Ono-Evangelista*	Procurement/OHA	594-1833	phylliso@oha.org
Sarah Elefante	Procurement/OHA	594-1913	sarahe@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.

_____   5/2/18
Department Head Signature   Date

For Chief Procurement Officer Use Only

Sole Source No. _18-8_____

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

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 an extensive procurement evaluation in 2007, DL Consulting was hired to be the primary contractor to build OHA's Papakilo Database (at that time known as the Wahi Pana Database) utilizing the open-source digital library platform, Greenstone. Greenstone was developed by DL Consulting's CEO, Stefan Boddie and appealed to OHA's needs for several reasons, including the fact that many established archiving organizations (potential partners) utilized the platform and the idea was to build a database that would easily connect to other databases. Additional benefits included no yearly licensing fees, the ability to customize the databases' infrastructure to specifically fit OHA's needs, and the ability to develop new functions that would be unique to Papakilo.

After 10 years of collaborative work, strategic design and implementation, DL Consulting has assisted OHA in developing one of the leading online resources of Hawaiian knowledge. In addition to user traffic and feedback, Papakilo's success is also demonstrated in the amount of customized unique features and functions that were implemented specifically for OHA's needs. Because of this, Papakilo's code is unique and one of a kind. Due to the complex nature of the unique coding, developed by the contractor, and the familiarity and understanding of the project's history and goals, DL Consulting is considered as a sole source contractor for the Papakilo Database.