STATE PROCUREMENT OFFICE

2014 PROCUREMENT TRAINING FOR STATE AND COUNTY PURCHASING PERSONNEL

EMERGENCY & SOLE SOURCE PROCUREMENT TRAINING

THE GoToWEBINAR ATTENDEE VIEW
HOW TO PARTICIPATE TODAY

• Open and close your Panel
• View, Select, and Test your audio
• Submit text questions
• Raise your hand

• Q&A addressed at the end of today’s session

STATE PROCUREMENT OFFICE

2014 PROCUREMENT TRAINING
FOR
STATE AND COUNTY PURCHASING PERSONNEL

EMERGENCY PROCUREMENTS

HRS Section 103D-307
HAR chapter 3-122 Subchapter 10
METHODS OF PROCUREMENT

<table>
<thead>
<tr>
<th>Method</th>
<th>Bases for Use/Award</th>
<th>$ Threshold</th>
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<tr>
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<td>Used unless it is not feasible or practicable. Lowest responsive, responsible bid</td>
<td>As stated in Invitation for Bid (IFB)</td>
</tr>
<tr>
<td>Competitive Sealed Proposals</td>
<td>Competitive sealed bidding is not practicable; price is not the</td>
<td>As stated in Request for Proposal</td>
</tr>
<tr>
<td></td>
<td>most critical factor. Requires HOPA approval to use Request for Proposals (RFP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>process. Best value based on RFP evaluation criteria.</td>
<td></td>
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<td>Sole Source</td>
<td>There is only one source for the required good, service, or construction. Written</td>
<td>As stated in approval</td>
</tr>
<tr>
<td></td>
<td>approval required.</td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>Threat to life, public health, welfare, or safety; immediate and serious. Approval</td>
<td>As stated in approval</td>
</tr>
<tr>
<td></td>
<td>required.</td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>Professional services as defined in rules and statutes.</td>
<td>All dollar levels.</td>
</tr>
<tr>
<td></td>
<td>Demonstrated competence and qualification for the type of services required, at</td>
<td></td>
</tr>
<tr>
<td></td>
<td>fair, reasonable prices.</td>
<td></td>
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PROCUREMENT DELEGATION AND TRAINING

Before you develop/draft/participate in a solicitation, review, approve, conduct, manage, or administer a procurement/contract, you must:

- Have written delegated authority per signed and submitted (to SPO) Form SPO-036.
- Have taken all required training.

Reference: Procurement Circular 2010-05

Note: Requirements may changed so check the website periodically.

- See: [http://hawaii.gov/spo](http://hawaii.gov/spo)
  > For State & County Procurement Personnel
  > Training & Informational Sessions
CRITERIA FOR EMERGENCY PROCUREMENTS (HRS 103D-307)

- An Emergency Procurement is a good, service, or construction item essential to meet an emergency when all the following conditions exist:
  
  1. A situation of an unusual or compelling urgency creates a threat to life, public health, welfare, or safety by reason of a major natural disaster, epidemic, riot, fire, or such other reason as may be determined by the head of the purchasing agency;

CRITERIA FOR EMERGENCY PROCUREMENTS (HRS 103D-307)

2. The emergency condition generates an immediate and serious need for goods, services, or construction that cannot be met through normal procurement methods and the government would be seriously injured if the purchasing agency is not permitted to employ the means it proposes to use to obtain the goods, services, or construction; and
THE CRITERIA FOR EMERGENCY PROCUREMENTS (HRS 103D-307)

3. Without the needed goods, services, or construction, the continued functioning of government, the preservation or protection of irreplaceable property, or the health and safety of any person will be seriously threatened.

SITUATION THAT ARE NOT EMERGENCY PROCUREMENTS

1. A situation that has been ongoing but needs immediate attention due lack of proper maintenance, agency’s non-responsiveness to correct the situation or problem or poor budgetary planning for repair, maintenance and/or upgrading;

2. Procurements due to potential loss of funds at the end of a fiscal year.
EMERGENCY PROCUREMENT REQUIREMENTS
HAR 3-122, SUBCHAPTER 10

1. It must be as a result of a situation that was unforeseen or unanticipated and meet the conditions in HRS 103D-307.

2. Obtain CPO approval as soon as practicable using SPO-002 (for all dollar levels)
   - CPO approval of an emergency procurement may be obtained “prior to” or as an “after-the-fact” emergency procurement.

3. Emergency procurements may be utilized only to purchase the immediate needs for the emergency and not subsequent non-emergency requirements.

4. Small purchase requirements (obtaining quotes) do not apply to emergency procurements.
EMERGENCY PROCUREMENTS?

Runway lighting for the Honolulu airport failed due to an electrical short. Two 5000 volt circuit breakers tripped “open” and could not be reset to the “closed” position. These circuit breakers provide primary power to the runway lighting system. An emergency generator was used to provide emergency power to keep the runway lights operational until primary power could be restored. Airport electricians were unable to determine the cause of the outage and unable to restore primary power.

Is this an appropriate emergency procurement?

EMERGENCY PROCUREMENTS?

Yes. The department is responsible to maintain safe runway conditions. Without runway lights, aircrafts cannot safely land or takeoff, which creates a safety hazard. The scope of work would be limited to address the immediate needs of the situation.
EMERGENCY PROCUREMENTS?

An agency requests after-the-fact approval to replace termite damaged civil defense siren poles to safe operations on the Leeward coast.

Is this an appropriate emergency procurement?

No. However, SPO approved based on the DOD’s responsibility to provide emergency alert system. The chief procurement officer comments (CPO) state:

“The deterioration of poles, due to termite damage occurs over a period of time and repair or replacement should be procured in an anticipated timely manner utilizing normal procurement methods. Emergency procurements are to address unanticipated serious situations that require immediate action by a governmental agency that may affect the health & safety of the general public. However, with the passing of time, the situation has elevated to this urgent situation and any further delay could result in potential danger to the general public. Your agency should consider maintenance/prevention programs in place to alert for possible damage to avoid similar ‘emergency’ situations. Future requests will be considered violations due to DOD failure to take appropriate precautionary measures in a timely manner.”
**EMERGENCY PROCUREMENTS?**

Continued collection and disposal services for contaminated materials that would affect public health and safety if not properly disposed of. This was for an interim period pending execution of a new contract. Request received July 19, 2013 and services being requested for July 1, 2013 to September 30, 2013, when a new contract could be executed.

Is this an emergency procurement?

**EMERGENCY PROCUREMENTS?**

No. This was previously done on a contract and would not meet the requirement of being unanticipated. Continued services should be requested as a procurement violation.
**EMERGENCY PROCUREMENT PROCEDURES**

A. The head of the purchasing agency determines in writing (SPO-002) that the required goods, services, or construction meets the requirements in HRS 103D-307.

- Request prior approval as time permits; or
- As soon as practicable thereafter.

**SPO-002** (for **ALL** dollar amounts)- Information shall include:

1. Nature of emergency;
2. Name of contractor;
3. Amount of expenditure;
4. Listing of the good, service or construction; and
5. Reason for contractor selection

*Attach any information that would explain the need for the continuing function of the gov’t, preservation or protection of irreplaceable property, or the health and safety of the public.*

B. Competition shall be obtained as practicable to assure that the good, service, or construction is procured in time to meet the emergency.

C. As soon as practicable, a confirming purchase order/pCard must be prepared. The payment document shall include, in detail, any agreements, including price, made orally with the contractor.

D. HCE (Hawaii Compliance Express) compliance documentation is not required at the time services are rendered. However, SPO may check at when the form SPO-002 is submitted.
SPO-002, Emergency Procurement Request

1. Date of emergency
2. Prior or after-the-fact
3. Nature of emergency – be specific and include reference to governor's proclamation if applicable

SPO-002, Emergency Procurement Request

4. Vendor/Contractor/Service Provider Name: American Electric
5. Amount of Request: $ 202,100.02

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
   The DOTL did not have the personnel on hand to troubleshoot and repair the problem, and contacted American Electric to provide electrical service, repair, and temporary power to two circuit breakers. American Electric discovered that the underground conduit for the lighting wiring was underwater which may have caused the outage and was necessary to perform clearing of the damages in several locations (partially dry between 10th and 11th). Several electrical contractors were contacted for the emergency work and American Electric was chosen because of their expertise in handling high voltage electrical work and the company's ability to perform work on the tight schedule.

7. Why the contractor was selected. Why other vendors/contractors could not be invited to quote on the goods, service, or construction
SPO-002, Emergency Procurement Request

8. Identify procurement staff

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Approval is based on the department's determination that the shortened runway lighting system created a safety hazard to all aircraft. The Director of Administration, as required by law, has determined that it is essential to immediately install the lighting system, and has approved the expenditure. The Chief Procurement Officer has reviewed the request and finds it to be in the best interest of the State. If there are any questions, please contact Wendy Ehlin at 586-6583, or wendy.ehlin@hawaii.gov.
**PROCUREMENT TRANSPARENCY**

- The SPO posts all SPO-002 on the SPO website.

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**PROCUREMENT TRANSPARENCY**

- We use taxpayer funds
- Our ‘shareholders’ are the taxpayers
  - We must be open/transparent
    - General public has a right to know and have easy access to information about government expenditures.
- We are accountable
  - Keep an auditable trail
  - Follow rules & procedures (statutes, administrative rules, procurement circular, internal procedures)
Posting Requirement on Procurement Awards, Notices & Solicitations System (PANS)

Branch Agencies are required to post emergency procurements $2,500 or more.

<table>
<thead>
<tr>
<th>Date</th>
<th>Contract/CPO#</th>
<th>Description</th>
<th>Original Contract Amount</th>
<th>Vendor</th>
<th>Department</th>
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<tr>
<td>02/07/2014</td>
<td>21010350</td>
<td>Emergency Procurement of Medical Equipment Services</td>
<td>$12,700</td>
<td>FPA</td>
<td>Agriculture</td>
</tr>
<tr>
<td>04/08/2013</td>
<td>21010330</td>
<td>Emergency Procurement of Hospital Furniture Services</td>
<td>$9,691</td>
<td>FPA</td>
<td>Accounting</td>
</tr>
<tr>
<td>03/25/2014</td>
<td>21010350</td>
<td>Emergency Procurement of Hospital Supplies</td>
<td>$16,406</td>
<td>FPA</td>
<td>Accounting</td>
</tr>
<tr>
<td>03/15/2013</td>
<td>21010350</td>
<td>Emergency Procurement of Hospital Equipment</td>
<td>$13,261</td>
<td>FPA</td>
<td>Accounting</td>
</tr>
<tr>
<td>03/15/2013</td>
<td>21010350</td>
<td>Emergency Procurement of Hospital Furniture</td>
<td>$8,412</td>
<td>FPA</td>
<td>Accounting</td>
</tr>
<tr>
<td>02/15/2013</td>
<td>21010350</td>
<td>Emergency Procurement of Hospital Supplies</td>
<td>$7,900</td>
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**EMERGENCY**

HRS 510D-307
HAR Chapter 3-122, Subchapter 10

*Emergency situations occur when the State may suffer a loss of revenue, safety, or welfare and must act immediately.*

**Need for service or goods**

An emergency situation occurs when an agency needs service or goods in an emergency situation.

**Purchase**

An agency determines that an emergency situation exists, and it needs service or goods immediately.

**Agency solicits Quotations**

An agency solicits quotations from several vendors, based on available resources.

**EMERGENCY**

- Emergency situations occur when the State may suffer a loss of services, safety, or welfare and must act immediately.

- Upon CPO approval, agency procures from the most advantageous or practical source, and posts at awards.

* Awards = Awards Reporting System
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  *Reference: Procurement Circular 2010-05*  
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- See: [http://hawaii.gov/spo](http://hawaii.gov/spo)
  - For State and County Procurement Personnel
  - Training & Informational Sessions

**CRITERIA FOR SOLE SOURCE PROCUREMENT (HRS 103D-306)**

- A good, service, or construction that has a unique feature, characteristic, or capability that is essential for an agency to accomplish its work and there is only one source or supplier.

- A situation when an agency obtains CPO approval for a limited quantity of a good or service for test or evaluation purposes (cleaning solution, specialty paint, etc.).
PRE-APPROVED SOLE SOURCE PROCUREMENTS

The Procurement Policy Board has approved 7 sole source procurements pursuant to section 3-122-81, HAR.

1. Rental of booth space for exhibits at conventions and trade shows when organized by a single sponsor. *(when rental available only through one source)*

2. For the repair, replacement, installation or relocation of public utility company equipment or facilities. *(when equipment or facility owned or controlled by utility company)*

PRE-APPROVED SOLE SOURCE PROCUREMENTS

3. Annual license renewal and maintenance for computer software. *(when license renewal/maintenance can only be obtained from the manufacturer of the software)*

4. Procurement of computer software conversions, modifications, and maintenance for existing programs from the manufacturer of the software. *(when conversion, modification or maintenance can only be obtained from the manufacturer of the software)*

5. Transcripts of court proceedings. *(when transcripts are only available from the assigned court reporter provided by the Judiciary)*
PRE-APPROVED SOLE SOURCE PROCUREMENTS

6. Repair and maintenance services and supplies from the original equipment manufacturer or its designated representative. *(when the services or supplies can only be obtained from the manufacturer or designee to retain the manufacturer’s warranty or guarantee)*

7. Procurement of equipment upgrades from the original manufacturer to existing equipment and information technology hardware. *(when the upgrades are available only from the manufacturer)*

PRE-APPROVED SOLE SOURCE PROCUREMENTS

- If using any of the 7 items, cite on the payment document “Approved for Sole Source Procurement pursuant to HAR § 3-122-81, No___.” SPO 001 not required.

- Goods or services listed in Section 3-122-81, HAR may be procured as necessary and has no dollar limitations.

- HCE (Hawaii Compliance Express) compliance documents required for purchases $2,500 and more

- Procurements over $2,500 are required to be posted on the Awards Reporting System.
**Requirements for Sole Source Procurements (HAR 3-122, Subchapter 9)**

- Only one source is available for a purchase, unless expressly exempt from public bidding by law or rule (HAR 3-122-81)

- Justification must establish that the good, service, or construction has a unique feature, characteristic, or capability essential to the agency to accomplish its work and is available from only one supplier.
  
  - Proprietary items
  - Compatibility to existing software/hardware
  - Utility repairs that can only be done by the utility company

- The following are NOT justifications for sole source procurements:
  - Exact brands, but other brands that qualify as “equal.”
  - Item is unique, but available from more than one supplier (may be restrictive spec).
  - The previous or current person or organization/company furnishing the services does not render them the only source.
  - Potential loss of funds at the end of the fiscal year.

**Requirements for Sole Source Procurements (Con’t)**

- Contract or purchase order terms shall not exceed **one year**, unless approval is granted for a multi-term contract pursuant to section 3-122-149, HAR.

- Annual renewal of sole source request (same conditions for an additional year) should be submitted as a new request, **not** an amendment.
**REQUIREMENTS FOR SOLE SOURCE PROCUREMENTS**

- Procurement Officer may need to negotiate with the sole source provider on such factors as cost, quality, quantity, terms and delivery.

- Pursuant to 103D-309, A contract with funds certification must be executed for a sole source procurement. **All dollar levels**

However, if a request involves a situation where the compensation cannot be accurately estimated at contract award or consideration is in kind or forebearance, or will be done as a one-time payment, no contract encumbrance is necessary.

If an agency is requesting CPO approval, (SPO-001) and will not execute a contract, the agency must provide justification in the request to support the method of payment to be used.

**REQUIREMENTS FOR COST OR PRICING DATA**

(HRS 103D-312, Subchapter 15, & HAR Section 3-122-123)

A cost and/or pricing data is required when:

- Sole source contract that is expected to exceed $100,000;

- Any price adjustment to a contract involving aggregate increases or decreases in costs plus applicable profits expected to exceed $100,000.

- A procurement officer makes a written determination that circumstances warrant submission of cost or pricing data.
WHAT IS COST OR PRICING DATA?

- Factual data or other pricing documentation used by a vendor to support the pricing being offered to the agency for a contract.

- A vendor may be required to provide certification pursuant to HAR 3-122, Subchapter 15.
  - SPO-013, Certification of Cost or Pricing Data, is available on SPO website, Forms for Vendors, Contractor, Service Providers.

CERTIFICATION OF COST OR PRICING DATA

STATE OF HAWAII
CERTIFICATE OF CURRENT COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, cost or pricing data as defined in section 3-122-122 and submitted pursuant to section 3-122-125, either orally or by specific identification in writing to the procurement officer in support of the offer, are accurate, complete, and current as of _________.

This certification includes the cost or pricing data supporting any advance agreement(s) between the offerer and the state which are part of the proposal. Please type or print:

[Blank space for name and title]

(Date and Time)

(End of Certificate)
EXCEPTIONS TO REQUIRE COST OR PRICING DATA
(HAR 3-122-124)

- Existence of an established catalogue price, price list, schedule, or other form.
- An established market price.
- Prices set by law or regulation.
- When the CPO or head of the purchasing agency determines in writing to waive the applicable requirements of HAR § 3-122-123(1) or § 3-122-123(2).

- A copy of the determination shall be kept in the procurement file and available to the public upon request.

EXAMPLES OF SOLE SOURCE

An agency requires certain unique features that are available on Manufacturer’s A equipment. Other manufacturers can offer the unique features, but none has all the features on a single equipment. The agency would have to purchase 3 pieces of equipment in order to have all the unique features offered on Manufacturer’s A equipment. Can the agency request Manufacturer’s A equipment as a sole source procurement?

No. Although there are unique features involved, there are other options for the agency to get the unique features. Therefore, it does not meet HRS 103D-306 as an agency could get the same features on 3 machines (not single source) but it may not be practicable to do so based on space limitations, budget, cost, etc. It may be a reason for an exemption from HRS Chapter 103D.
EXAMPLES OF SOLE SOURCE

An agency needs to reconfigure their office space to accommodate more staffing. They initially purchased the modular furniture utilizing an RFP. They would like to purchase new cubicles, desktops, panels, overhead files etc. to accommodate the increased staffing. Cost is estimated to be $100,000. Is this a sole source situation?

Yes, if the modular furniture manufacturer has appointed a sole Hawaii representative to sell and install their furniture. Usually, components (connecting pieces, lighting fixtures, panels, etc.) are unique to a particular furniture manufacturer and are not interchangeable with other manufacturers. Cost or Pricing Data will be required if purchase exceeds $100K.

EXAMPLES OF SOLE SOURCE

An agency is requesting to partner with a single statewide food chain to support their Fruit & Vegetable Media campaign for a 5-month period. The food chain will share their fruits and vegetables sales data with the agency to track the effectiveness of their campaign. Information will be used to plan another program to include all interested grocery chains to promote the sale and consumption of fruit and vegetables. Could this be a sole source procurement?

Yes, on the basis that the request was for a limited period for evaluation purposes that would be used for planning a future program. No compensation was given to the food chain for working with the agency for the pilot.
EXAMPLES OF SOLE SOURCE

- An agency is requesting to purchase Polyguard burial vaults of various sizes for different casket sizes. Justification was vendor is the manufacturer of solicited polyguard burial vaults. Other vendors purchase the items from the designated manufacturer for the purposes of reselling. Purchase from any other vendor other than the manufacturer would be more costly. Is purchasing from the manufacturer a sole source procurement?

No. The request stated that Polyguard burial vaults are also available from other vendors, therefore, it is not a sole source. This may be a situation where restrictive specifications may also be an issue.

PROCEDURES FOR SOLE SOURCE PURCHASES

1. The head of the purchasing agency determines in writing that the required goods, services, or construction meets the criteria in HRS 103D-306 (and not on the pre-approved list).

2. SPO-001, Notice & Request for Sole Source, must be submitted to the CPO for approval (for ALL dollar amounts)

3. The CPO posts the request on the designated website for 7 calendar days before taking any approval action.
SOLE SOURCE EXAMPLE

1. Detailed description of the goods, service or construction
2. Name of vendor/contractor
3. Amount of request
4. Term of contract (cannot be retroactive)
5. Prior sole source number (SS#) if applicable

6(a) Describe the unique features, characteristics, or capabilities of the goods or service.
6(b) Explain how these unique features, characteristics or capabilities are essential to the department to accomplish its work.
SOLE SOURCE EXAMPLE

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

All Motorola XLT and XTS 5000, Astro P25 Digital Trunking subscriber units can only be serviced and programmed by authorized factory service centers. PWC is an authorized service center and is the only local vendor allowed to secure proprietary Motorola P25 flash and AES flash upgrades for use on any P25 radio network throughout the State of Hawaii. They are the only vendor provider with Federal clearance to program higher level Tier III encryption. PWC is the only Motorola warranty service provider for Motorola Astro P25 Digital Trunking radio for the State of Hawaii and the Federal government with full capability of implementing OPER-TIC AIR field programming as needed.

8. Other possible sources that were investigated but did not meet the department's needs.

PWC is the only locally licensed and Federally certified contractor in Hawaii providing Motorola Smartnet subscriber programming/flash P25 and AES Encryption option services for selected P25 Radio Communications System. PWC has the qualifications/security clearance to work on all HDOH A networks including on site phone PARPs and NOA consoles with certified field and shop service facilities on all islands. Programming P25 flash upgrades/long range disparate radios/SAT phones is restricted to Motorola/IPAC 1000 Integrators. PWC is the only authorized Motorola Integrator with the high level radio security clearance for all key public safety Motorola radios throughout the State of Hawaii.

9. Contact person who is knowledge of the procurement, has delegation and training.

10. Signed by Department Head or designee.
SOLE SOURCE EXAMPLE

Sole source requires posting (7 days)
CPO Comments and determination – Sole source awards of $2,500 or more required HCE compliance (PC2011-02)

Posted on the SPO Website
(Awards/CPO Approvals)
PROCUREMENT TRANSPARENCY

- We use taxpayer funds
- Our ‘shareholders’ are the taxpayers
  - We must be open/transparent
    - Everyone has a right to know and have easy access

- We are accountable
  - Keep an auditable trail
  - Follow rules & procedures (statutes, administrative rules, procurement circular, internal procedures)

Sole Source Procedure (continued)

- Objections to the request must be written and received by the CPO within 7 calendar days of the initial posting on the website.

- Written objections received by the deadline will be considered by the CPO.

- The CPO may approve the request after the 7th calendar day from the initial posting on the website.

- No action or disapproval action on a request can be done anytime after posting on the website and returned to the agency.
AMENDMENT TO A CPO APPROVED SOLE SOURCE PROCUREMENT

- SPO-001B, Notice of Amendment to a Sole Source Contract is required:
  - Change to the original scope of work; or
  - 10% or more increase to the original contract price

- SPO-001B must be submitted prior to the expiration of the approved sole source.

- The request for amendment (SPO-001B) has the same posting and approval process as the initial request.

SOLE SOURCE PROCUREMENT TRANSPARENCY

- SPO-001 and SPO-001B are posted on the SPO public website prior to and after CPO action.

- Documents submitted supporting the sole source, objections and responses to the request, if any, shall be kept with the respective sole source file and public information after CPO action unless otherwise allowed under chapter 92F, HRS.

- An agency can use the website to see if SPO received their request and are able to print a copy of the approved/disapproved request upon CPO action. This allows the agency to track a particular request.
Posting Requirement on Procurement Awards, Notices & Solicitations System (PANS)

Branch Agencies are required to post emergency procurements $2,500 or more

Reminder – Sole Source Awards $2,500 or more require HCE compliance

**CONTRACT FORMS**

- State agencies can use the AG’s standard contract form, AG-002, *Contract for Goods and Services: Exempt; Small Purchase; Sole Source; or Emergency.*

http://hawaii.gov/forms/department-of-attorney-general
**SOLE SOURCE**

HP5 81030-306
HAR Chapter 3-122, Subchapter 9

- **Need for service or goods**
- **SPO-901**
- **Posting of Sole Source, SPO-901**

**APPROVED**: Agency issues contract and pays a contractor

**DISAPPROVED**: Agency has to use other source selection method (i.e. IFB, RFP)

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**FINAL REMINDERS**

- **Before conducting any procurement method**
  - You must have Delegated Procurement Authority
  - Complete the mandatory training
- **Training information is available on the SPO website**, at
  Training for State & County Personnel
  - Position levels
  - Workshop descriptions
  - Training requirements
- **Use the most current forms from the SPO website.**
  - Do not download a copy as it may be obsolete and returned for resubmission.
  - Forms submitted with personnel listed that do have delegation or training may be returned with No Action/or Disapproved.
**FINAL REMINDERS**

- Please take a few minutes to complete the online survey.
- If you do not receive an e-mail confirmation of this attendance check the quarterly attendance report, which is the official record.
- SPO is migrating to a new website!

*Please remember to complete the group attendance forms (available on the SPO training website and email them to state.procurement.office@hawaii.gov)*

*Group Attendance forms submitted prior to the commencement of the workshop will not be accepted.*

**CONTACT INFORMATION**

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