



STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: _____
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.	

2. Vendor/Contractor/Service Provider Name:	3. Amount of Request:

4. Term of contract (shall not exceed 12 months), if applicable:	5. Prior SPO-001, Sole Source (SS) No.:
From: _____ To: _____	_____

6. Describe in detail the following:	
a. The unique features, characteristics, or capabilities of the goods, service or construction.	
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.

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.

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

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.***

_____ 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