

REQUEST FOR SOLE SOURCE

CHIEF PROCUREMENT OFFICE, COUNTY OF MAUI FINANCE
DEPARTMENT

FROM: Dept. of Management, ITS Division
(Department/Division/Agency)

RE: REQUEST FOR SOLE SOURCE APPROVAL

Pursuant to 103D-306, HRS, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following:

Description of goods, services, or construction:
Organizational Change Management Services for MAPPS project.

Name of vendor: Lynn Surayan

Cost: \$ \$24,000 + tax

Term of contract: From March 1, 2020 To June 30, 2020

Prior Sole Source Reference No.(s), if any:

- (1) The goods, services, or construction has the following unique features, characteristics, or capabilities:
Extensive experience with Hawaii Governmental agencies
Vendor is located in the State of Hawaii and able to perform work on site on Maui as needed.
Vendor is able to work a flexible schedule as required by the project.
Vendor has extensive experience with OCM involving public and external agencies.
- (2) How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:
The County's MAPPS project has reached the stage where expert and extensive organizational change management is required, involving County Departments, the various professional communities and general public that will be using MAPPS, and numerous external reviewing agencies that are part of the permit application approval workflow.

(Attach Additional Sheets if Necessary)

20-35

- (3) The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because: TEKsystems was not able to provide the requested services in compliance with purchasing requirements at this time.

Direct questions to: Jacob Verkerke ph. 270-7538

A completed Notice of Sole Source is attached.

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE, CORRECT AND THAT THE GOODS, SERVICES, OR CONSTRUCTION ARE AVAILABLE THROUGH ONLY ONE SOURCE.

[Signature]
Department/Agency Head

Authorized Designee

Date: _____

Title:
Date:

CHIEF PROCUREMENT OFFICER=S COMMENTS:

Please ensure adherence to applicable administrative and statutory requirements.

This expenditure may be processed through a purchase order:

Yes: No: If no, a contract must be executed and funds certified.

APPROVED

DENIED

[Signature]
CHIEF PROCUREMENT OFFICER

Date: 3/12/2012

SS NO. 20-35

NOTICE OF SOLE SOURCE

The Chief Procurement Officer is in the process of reviewing the request from the Department of Management, ITS Division For the sole source purchase of the following goods, services, or construction: Organizational Change Management Services for MAPPS project.

Name of vendor: Lynn Surayan

Address: 1010 22th Ave

Honolulu, HI 96816

Cost: \$ 24,000 + tax

Term of contract: From 3/1/2020

To 6/30/2020

Direct Any Inquiries To:

Name/Title: Jacob Verkerke, CTO

Address: 200 S. High St, Wailuku, HI 96793

Phone No.: 270-7538

Fax No.:

3/13/20
Date Notice Posted

A copy of this notice of intent shall be posted by the Chief Procurement Officer and the purchasing agency in an area accessible to the public, at last seven calendar days prior to any approval action.

* * * * *

Submit written objections to this notice of intent to issue a sole source contract within seven calendar days from the date this notice was posted to:

Chief Procurement Officer
State Procurement Office
1151 Punchbowl Street
Honolulu, HI 96813

