

REQUEST FOR SOLE SOURCE

TO: 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: \$ 80,000 + tax

Term of contract: From July 1, 2020 To June 30, 2021

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 MAPPS project and 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)

(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.

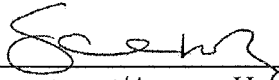
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\_\_\_\_\_  
\_\_\_\_\_

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.**

  
Department/Agency Head

\_\_\_\_\_  
Authorized Designee

Date: 11/13/2020

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

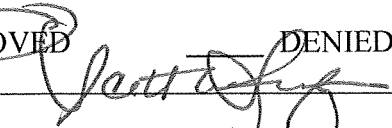
CHIEF PROCUREMENT OFFICER=S COMMENTS:

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  
  
CHIEF PROCUREMENT OFFICER

Date: 11/17/20

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: \$ 80,000 + tax

Term of contract: From 7/1/2020  
To 12/31/2021

Direct Any Inquiries To:

Name/Title: Jacob Verkerke, CTO  
Address: 200 S. High St, Wailuku, HI 96793  
Phone No.: 270-7538  
Fax No.: \_\_\_\_\_

11/18/20  
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