

**REQUEST FOR SOLE SOURCE**

TO: CHIEF PROCUREMENT OFFICER, COUNTY OF MAUI FINANCE DEPARTMENT

FROM: Susan Underwood, ITSD, Department of Management

(DEPARTMENT/DIVISION/BRANCH)

RE: REQUEST FOR SOLE SOURCE APPROVAL

**PURSUANT TO 103D-306, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following (Description of goods, services, or construction):**

Smartsheet licenses and professional services to develop COVID -19 Rental and Utility Assistance

solution for the Department of Housing & Human Concerns. The State of Hawaii has mandated that

the County utilize a Smartsheet solution to manage the \$40 million grant funds allocation.

Name of Vendor: Smartsheets

Cost: \$ 36,795.20 Term of Contract: From: 02/25/2021 To: 5/26/2021

Prior Sole Source Reference No.(s), if any: None

- (1) The goods, services, or construction has the following unique features, characteristics, or capabilities:

Development of COVID-19 rental and utility assistance program similar to what

Smartsheets previously developed with the State for a similar initiative.

- (2) How are the unique features, characteristics, or capabilities essential for the agency to accomplish its work:

Specific data elements must be captured as part of the intake process. Cross reference

checking of applicant information is required. A dashboard will be developed based on

same criteria Smartsheet developed for previous State initiative.

(Attach Additional Sheets If Necessary)

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- (3) The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

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

Direct questions to: Susan Underwood Phone: x7522

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.**

Vince Hu  
Department/Agency Head  
2/25/2021  
Date

**Vince Hu** Digitally signed by Vince Hu  
Date: 2021.03.01 14:09:23  
-10'00'  
Authorized Designee (if any)  
Title: Chief Technology Officer  
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  
3/2/21  
Date

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**NOTICE OF SOLE SOURCE**

The Chief Procurement Officer is in the process of reviewing the request from the department of

\_\_\_\_\_

for the sole source purchase of the following goods, services, or construction:

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

Name of Vendor: Smartsheets

Address: \_\_\_\_\_

Cost: \$ 36,795.20 Term of Contract: From: 02/25/2021 To: 5/26/2021

Direct Any Inquiries To:

Name/Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Fax No.: \_\_\_\_\_

\_\_\_\_\_ 3/11/21  
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 least 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  
County of Maui Finance Department  
200 South High Street  
Wailuku, Maui, HI 96793**

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