

REQUEST FOR SOLE SOURCE

TO: CHIEF PROCUREMENT OFFICER, COUNTY OF MAUI FINANCE DEPARTMENT
FROM: Department of Management / ITS Division

(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):

Organizational Change and Project Management for MAPPS and other ITS Projects

Name of Vendor: Lynn Surayan

Cost: \$ 150,000 + tax Term of Contract: From: 7/1/2021 To: 12/30/2022

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
Located in State of Hawaii; able to perform work on site-Maui as needed & flexible schedi
Able to work flexible schedule with OCM involving public and external agencies

- (2) How are the unique features, characteristics, or capabilities essential for the agency to accomplish its work:
MAPPS project is at a stage where expert and extensive organizational change
management is required, involving numerous, cross functional County departments,
various professional communities, and the general pubic that will be using MAPPS and
numerous external/internal reviewing agencies are part of the permit application process
(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:

TekSystem is unable to provide the requested services in compliance with

Purchasing requirements at this time

Direct questions to: Kim Albright

Phone: 808.270-5560

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.

Seena
Department/Agency Head

Authorized Designee (if any)

4/21/21
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

Jamie
CHIEF PROCUREMENT OFFICER

4/21/21
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
Management / ITS Division

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

Organizational Change and Project Management for MAPPS and other ITS Projects

Name of Vendor: Lynn Surayan

Address: 1010 22th Ave, Honolulu, HI 96816

Cost: \$ 150,000 + tax Term of Contract: From: 7/1/2021 To: 12/30/2022

Direct Any Inquiries To:

Name/Title: Kim Albright

Phone No.: 808.270.5560

Address: 200 South Main Street

Wailuku, HI 96793

Fax No.: _____

4/21/21
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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