

**REQUEST FOR SOLE SOURCE**

TO: CHIEF PROCUREMENT OFFICER, COUNTY OF MAUI FINANCE DEPARTMENT

FROM: Office of Economic Development / Office of the Mayor

(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):**

Enlisting Linn Nishikawa's services to oversee and update the Websites, Marketing, Social Media and Graphic Design for the Kamaaina First and COVID-19 Maui Nui Programs.

Name of Vendor: Linn Nishikawa Associates, Inc

Cost: \$ 35,937.27 Term of Contract: From: 1/1/21 To: 6/30/21

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

- (1) The goods, services, or construction has the following unique features, characteristics, or capabilities:  
Linn Nishikawa will handle all aspects of the Website, Marketing, Social Media and Graphic Design of our Kamaaina First and COVID-19 Maui Nui Programs.
  
- (2) How are the unique features, characteristics, or capabilities essential for the agency to accomplish its work:  
Since she did the original set up of both the Kamaaina First and COVID-19 Maui Nui Programs, she understands the intricacies and needs of each.

(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:

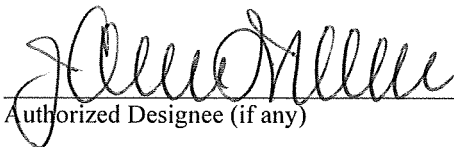
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Direct questions to: JoAnn Inamasu Phone: 270-7224

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.**

JoAnn Inamasu  
Department/Agency Head  
4/23/21  
Date

  
Authorized Designee (if any)  
Title: Director  
4/23/21  
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  
**APR 28 2021**  
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

OED/Mayor

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

Oversee & update the websites, marketing, social media & graphic design for the kamaaina fund & COVID-19 Maui Nut program

Name of Vendor: Linn Nishikawa Associates, Inc

Address: 569 Kulaiwi Drive, Wailuku, HI 96793

Cost: \$ 35,937.27 Term of Contract: From: 1/1/21 To: 6/30/21

Direct Any Inquiries To:

Name/Title: JoAnn Inamasu / Director, OED

Phone No.: 270-7224

Address: 2200 Main Street, Suite 305

Wailuku, Hawaii 96793

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

4/28/21

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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