



**STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE**

TO: Chief Procurement Officer
FROM: Office of the County Auditor
Name of Requesting Department

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

1. Describe the goods, services, or construction to be procured.

Professional services to be procured from Pu'umakani Publishing, LLC ("Service Provider") include assisting the Cost of Government Commission ("COGC") in drafting, editing, and producing its annual report as required by Section 3-9.3(3) of Revised Charter of the County of Maui (1983), as amended ("Charter"). Services shall also include coordination of monthly COGC meetings; production and posting of summary minutes; and drafting and processing agendas, letters, and other communications.

2. Vendor/Contractor/Service Provider Name: Pu'umakani Publishing, LLC, P.O. Box 967, Wailuku, Hawaii 96793	3. Amount of Request: \$8,400.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 14-Oct-13 To: 30-Jun-14	5. Prior SPO-001, Sole Source (SS) No.: N/A

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

Recent revisions to the Charter established that budgetary oversight of COGC be moved from the Office of the Mayor to the Office of the County Auditor ("OCA"). Although COGC's term began April 1, 2013, OCA was not established and funded until July 1, 2013. Further, OCA did not bring its first support staffer on board until the end of September 2013. Because the COGC was already six months into its term, it is critical to whomever provide the service to have knowledge of COGC meetings that have occurred prior to the establishment of OCA and is aware of the specific concerns of its commissioners. An understanding of prior COGC recommendations and experience producing COGC's annual reports is also imperative to meeting Charter mandates.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

The Service Provider produced prior COGC's annual reports through a contract with the Office of the Mayor. Maintaining the Service Provider's knowledge of what occurred during COGC meetings prior to the establishment OCA will be essential to producing the COGC's Charter mandated annual report. The six month lag between the beginning of the COGC's term and the staffing of OCA makes accomplishing Charter mandates unlikely without the utilization of the Service Provider. Further, it would be extremely cost prohibitive and inefficient for OCA to allocate limited staff resources to gain after-the-fact knowledge of the COGC's previous discussions and direction at this point in time.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

OCA considered a small purchase procurement. Unfortunately, due to the timing of when OCA was established and when the COGC's report is due, it would be highly unlikely that Charter mandates would be accomplished.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

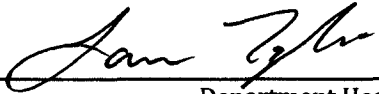
Other consultants were considered but did not meet the needs of the OCA because they would have to spend considerable time reviewing the summary minutes and listening to the recorded conversations of prior meetings. These consultants would not have the experience of preparing prior COGC's annual reports. Reallocation of OCA staff to support the COGC would be cost prohibitive and may result in OCA failing meet its own Charter mandates.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)
 *Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Lance Taguchi*	County Auditor	463-3192	lance.taguchi@mauicounty.us

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
 I certify that the information provided is to the best of my knowledge, true and correct.**

 _____ 10/3/13
 Department Head Signature Date

For Chief Procurement Officer Use Only

Date Notice Posted: _____

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer
Office of Council Service
200 South High Street, Room 703
Wailuku, Hawaii 96793

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Leahys C. Dawson
Chief Procurement Officer Signature Date