



STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

1. TO: Chief Procurement Officer

2. FROM:

Department/Division/Agency

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

3. Description of goods, services, or construction:

4. Vendor Name:

Address:

5. Price:

\$ _____

6. Term of Contract:
(mm/dd/yyyy)

From: _____

To: _____

7. Prior Sole Source Ref No.

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:

12. **Direct any inquiries to:**
Department: _____
Contact Name/Title: _____

13 Phone Number: _____
Fax Number: _____

Expenditure may be processed with a purchase order/p-Card: Yes No If no, a contract must be executed and funds certified.

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

14. *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 Head Signature Date

Reserved for SPO Use Only

15 Date Notice Posted: _____

Submit written objections to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to: Chief Procurement Officer
State Procurement Office
P.O. Box 119
Honolulu, Hawaii 96810-0119

16. Chief Procurement Officer's comments:

17.
 APPROVED DISAPPROVED NO ACTION REQUIRED _____
Chief Procurement Officer Date