



**DEPARTMENT OF BUDGET AND FISCAL SERVICES
NOTICE & REQUEST FOR SOLE SOURCE**

TO: Chief Procurement Officer

FROM: Cathy Matsuoka, Forensic Laboratory Supervisor, SIS, HPD
Department/Division/Agency

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

1. Description of goods, services, or construction to be procured:
This is a training course in the use and maintenance of the analytical balance. The funding will be provided through the FY13 Coverdell Grant No. 13-CD-02.

2. Vendor/Contractor/Service Provider Name: National Forensic Science Technology Center	3. Amount of Request: \$ 9,000
4. Term of Contract: (Shall not exceed 12 months), if applicable From: 8/15/14 To: 8/15/15	5. Prior Sole Source Ref No.

6. The good, service, or construction has the following unique features, characteristics, or capabilities:
The National Forensic Science Technology Center has an established reputation for providing training courses to the forensic community. This is a two- or three-day course in the general use and maintenance of the analytical balance. I have not found any other course available which covers this topic.

7. How the unique features, characteristics, or capabilities of the goods, service or construction are essential for the agency?
When we testify in court, we need to state that we have been trained in the use and performance checking of the balance. In addition, the Scientific Working Group for Drug Analysis (SWGDRUG) recommends 20 hours of continuing education per year, and the National Forensic Science Technology Center is the only one that I have found that offers a balance basics course. This course would meet the SWGDRUG recommendation.

8. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services, or construction.
Our lab has two brands of balances, Sartorius and Mettler-Toledo. I contacted them both regarding possible training. Sartorius, being a German company, only provides training in German. Mettler-Toledo does not provide training either. No other training providers could be find via internet search.

9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the agency needs.
Quality Control Services, the company that calibrates our balances, has given us basic training in the past. However, they do not have the forensic experience that the National Forensic Science Technology Center does. I do not know of any other sources that can provide similar training.

10. Person that will be responsible for managing this procurement:

Department/Division: Honolulu Police Department/SIS

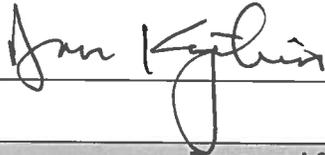
Contact Name/Title: Cathy Matsuoka, Laboratory Supervisor

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723-3002

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cmatsuoka@honolulu.gov

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

I certify that to the best of my knowledge, that the information provided above is true, correct, that there is no conflict of interest related to this procurement, and that the goods, services, or construction are available through only one source.



8-12-10
Date

Department Head

Reserved for BFS Use Only

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
Department of Budget and Fiscal Services
530 South King Street, Room 115
Honolulu, Hawaii 96813
bfspurchasing@honolulu.gov

Chief Procurement Officer's comments:

APPROVED DISAPPROVED NO ACTION REQUIRED

Chief Procurement Officer

Date