



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

**TO:** Chief Procurement Officer

**FROM:** Jeanette Ardiente, Criminalist, 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: Heusser Neweigh, LLC	3. Amount of Request: \$ 7,436.65 FEDERAL FUNDS
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4. Term of Contract: (Shall not exceed 12 months), if applicable From: 5/1/14 To: 9/30/14	5. Prior Sole Source Ref No.
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6. The good, service, or construction has the following unique features, characteristics, or capabilities:  
Heusser Neweigh, LLC, has an established reputation teaching courses for the National Institute of Standards and Technology (NIST) and the American Society of Crime Lab Directors - Laboratory Accreditation Board. 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 Heusser Neweigh, LLC, is the only one that I have found that teaches a balance basics course. This course would meet the SWGDRUG recommendation.

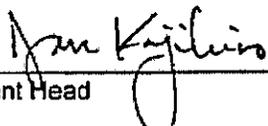
8. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services, or construction.  
Our lab has two brands of balances, Sartorius and Mettler-Toledo. I contacted them both regarding possible training. Sartorius, being a German company, only provides training in German. Mettler-Toledo does not provide training either, but directed me to NIST. NIST only provides extensive in-depth training, but nothing at the basic level we require. Mr. Val Miller, the person in charge of metrology training, referred me to Heusser Neweigh, LLC, and Mr. Mark Reufenacht since they had worked together in the past. I searched on the web and was unable to find any other possible sources of basic balance training.

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 training in the past. However, they do not have the experience that Heusser Neweigh, LLC, does, nor were they recommended by individuals from NIST. I do not know of any other sources that can provide similar training.

<p>10. Person that will be responsible for managing this procurement:                  Department/Division: Honolulu Police Department/SIS                   Contact Name/Title: Jeanette Ardiente, Criminalist</p>	<p>Phone Number:                  723-3025                  E-mail Address:                  jardiente@honolulu.gov</p>
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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.***


5-20-14  
 \_\_\_\_\_  
 Department Head Date

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](mailto:bfspurchasing@honolulu.gov)

Chief Procurement Officer's comments:

APPROVED   
  DISAPPROVED   
  NO ACTION REQUIRED  
 \_\_\_\_\_  
Chief Procurement Officer      Date