

REQUEST FOR SOLE SOURCE

TO: CHIEF PROCUREMENT OFFICER, COUNTY OF MAUI FINANCE DEPARTMENT

FROM: Marci Sato, Department of Finance - Accounts Division

(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):

Payroll tax amendments for the years of 2015 - 2017 for affected individuals due to the recently

identified Domestic Partner tax issue.

Name of Vendor: ADP, LLC

Cost: \$ 60,000 Term of Contract: From: ASAP To: 6/30/2019

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

- (1) The goods, services, or construction has the following unique features, characteristics, or capabilities:

ADP, LLC is the County of Maui's current payroll vendor and as such holds employee pay data and deduction history needed to complete the payroll tax amendments for affected employees.

- (2) How are the unique features, characteristics, or capabilities essential for the agency to accomplish its work:

This is a federal tax (IRS) issue that is legally required.

(Attach Additional Sheets If Necessary)

SOLE SOURCE REF. NO. 19-18

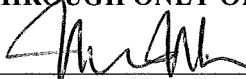
- (3) The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

N/A

Direct questions to: Marci Sato Phone: 808-270-7503

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.


Department/Agency Head

11/28/18
Date

Authorized Designee (if any)

Title:

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

11/30/18
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
Department of Finance

for the sole source purchase of the following goods, services, or construction:
Payroll tax amendment filings for employees affected by the recently discovered federal
tax issue.

Name of Vendor: ADP, LLC
Address: P.O. Box 31001-1874 Pasadena, CA 91110-1874
Cost: \$ 60,000 Term of Contract: From: ASAP To: 6/30/2019

Direct Any Inquiries To:
Name/Title: Marci Sato Phone No.: 808-270-7503
Address: 200 S High Street
Wailuku, HI 96793 Fax No.: _____

11/30/18
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**

SOLE SOURCE REF. NO. 1918