

REQUEST FOR SOLE SOURCE

TO: CHIEF PROCUREMENT OFFICE, COUNTY OF MAUI FINANCE
DEPARTMENT

FROM: Housing and Human Concerns/Office on Aging
(Department/Division/Agency)

RE: REQUEST FOR SOLE SOURCE APPROVAL

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

Description of goods, services, or construction:

Venue for presentations as well as a location for a resource fair, food, setup, parking, audio/visual equipment, and onsite support for the 18th Annual Family Caregivers Conference to be held on November 22, 2019.

Name of vendor: Grand Wailea Resort Hotel and Spa

Cost: \$ 57,134.14

Term of contract: From 11/22/19 To 11/22/19

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

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

MCOA distributed a Request for Proposals (RFP 17-18/P-80) to procure a venue for the Caregivers Conference for FY19 and FY20. The Division did not receive any responses to the proposal. When the Division contacted various venues that met the needs of the Division, the Grand Wailea was the only venue that agreed to work with the Division. Requirements for the event include the following: capacity to seat a minimum of 350, parking availability, indoor eating, and a site that allows for family caregivers to experience a sense of relief from the rigors of everyday caregiving duties and responsibilities. In addition to information provided by inspirational and helpful presenters, the Division invites numerous community agencies to participate in a resource fair so that family caregivers gain a better understanding of community resources available.

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

The Division is contractually required (per the Older Americans Act of 1965, as amended in 2016) to provide education, training, support, information, and respite to family caregivers. This annual event has grown to an audience size of over 300 family caregivers from Maui County. As it is one of our most requested events, the annual conference both meets our mandated requirements as well as the stated needs of repeat attendees.

(Attach Additional Sheets if Necessary)

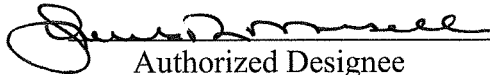
- (3) The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:
The Division requires a facility large enough to seat at minimum of 350 people for this annual event. Due to issues that sometimes close the road to and from Lahaina, only venues that are located in Central and or South Maui are considered as most family caregivers reside in those areas. Other resorts in South Maui were contacted, but those facilities were only interested in serving as the venue for conferences/groups that had a longer duration or for which the venue could expect room revenue. As this event is attended by local community members, no room revenue results for the host site. Although the Maui Arts and Cultural Center is large enough to accommodate the anticipated audience size, there is no covered area in which to serve lunch. The Division did hold the event at the MACC in previous years; however, the lack of a covered eating area prevented participants from having lunch available in a dry location if the day happened to be a rainy day. This deterrent to the overall comfort of participants did not meet one of the primary goals of the Annual Caregivers Conference which is to provide a day of respite and rejuvenation for those providing daily care to vulnerable individuals.

Direct questions to: Deborah Stone-Walls, Executive on Aging ph. 270-7350

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


 Authorized Designee

Title: DEPUTY DIRECTOR HWC

Date: 10/23/19

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

Date: 10/24/19

NOTICE OF SOLE SOURCE

The Chief Procurement Officer is in the process of reviewing the request from the Department of Housing and Human Concerns/Office on Aging for the sole source purchase of the following goods, services, or construction:

Venue for presentations as well as a location for a resource fair, food, setup, parking, audio/visual equipment, and onsite support for the 18th Annual Family Caregivers Conference to be held on November 22, 2019.

Name of vendor: Grand Wailea Resort Hotel and Spa

Address: 3850 Wailea Alanui Drive

Wailea, Hawaii 96753

Cost: \$ \$ 57,134.14

Term of contract: From 11/22/19 To 11/22/19

Direct Any Inquiries To:

Name/Title: Deborah Stone-Walls

Address: 95 Mahalani, Room 20, Wailuku, HI 96793

Phone No.: 270-7350

Fax No.: 270-7395

10/24/19
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 last seven calendar days prior to any approval action.

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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
State Procurement Office
1151 Punchbowl Street
Honolulu, HI 96813