

REQUEST FOR SOLE SOURCE

TO: CHIEF PROCUREMENT OFFICE, COUNTY OF MAUI FINANCE  
DEPARTMENT

FROM: Department of 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:

Service Delivery of EnhanceFitness, an Evidence Based Exercise Program developed by Senior Services (Seattle, WA) in partnership with the University of Washington and Group Health Cooperative in the mid-1990's, Project Enhance-Senior Services offers state-of-art Community health promotion programs designed especially for older adults.

Name of vendor: Paula Keele

Cost: \$35.00 per hour for administrative paperwork and \$55.00 per hour for direct service activities that include training new instructors and master trainers, teaching classes for older adults and conducting instructor evaluations as a T-Trainer.

Term of contract: From: 01/01/2021 To: 06/30/2021

Prior Sole Source Reference No.(s), if any: 16-70

- (1) The goods, services, or construction has the following unique features, characteristics, or capabilities:  
By virtue of the evidence based program structure, the person providing this service must have completed the required training, be assessed as meeting the requirements and be certified as a T-Trainer.
- (2) How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:  
Paula has completed all necessary training to be a T-Trainer for EnhanceFitness. Because of this training, she possesses unique skills and abilities that no one else has, which allow her to accomplish the needed work for this program. She has been trained and assessed by the Program Licensing Agencies as eligible and capable to provide this Service.

(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:  
No one in Maui County or in the State of Hawaii has the capacity to provide this service. There are only two (2) T-Trainers for EnhanceFitness in the entire nation. Paula is trained specifically in the EnhanceFitness program where maintaining fidelity is mandatory for it to be an evidence based program. After completing the extensive training with University of Washington and Senior Services to be a T-Trainer, Paula can deliver the program adhering to the evidenced based model and has the capacity to train master trainers in EnhanceFitness who can then train EnhanceFitness instructors.

Direct questions to: Claudette Medeiros phone: 463-3166 *DM*

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.**

*[Signature]*  
 \_\_\_\_\_  
 Department/Agency Head

\_\_\_\_\_  
 Authorized Designee

Title: \_\_\_\_\_

Date: 01/07/2021

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

*[Signature]*  
 \_\_\_\_\_

CHIEF PROCUREMENT OFFICER

Date: 1/8/21

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:

Service Delivery of EnhanceFitness, an evidence based program from Senior Services and University of Washington.

Name of vendor: Paula Keele

Address: 312 Hololani St., Pukalani, HI 96768

Cost: \$35.00 per hour for administrative paperwork and \$55.00 per hour for direct service activities that include training new instructors and master trainers, teaching classes for older adults and conducting instructor evaluations as a T-Trainer.

Term of contract: From: 01/01/2021 To: 06/30/2021

Direct Any Inquiries To: Claudette Medeiros

Name/Title: Aging and Disability Program Specialist I

Address: J. Walter Cameron Center, 95 Mahalani St., Rm 20, Wailuku, HI 96793

Phone No.: (808) 463-3166

Fax No.: (808) 270-7935

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1/8/21  
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.

\* \* \* \* \*

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