

EAST HAWAII REGION
NOTICE & REQUEST FOR SOLE SOURCE

SS 22-0315

1. TO: Regional Chief Executive Officer

2. FROM: Nadya Castilan

Pursuant to East Hawaii Region Policy, PUR 005, the Department requests sole source approval to purchase the following:

3. Description of goods, services, or construction:
- Scrubs vending machine on each of the floors (qty. 4)
 - Use hospital badges to determine identity
 - Dispense scrubs
 - Retrieve scrubs
 - Real time reporting software
 - Show the real-time stock of scrubs in machines
 - Follow AORN's guidelines to better prevent and control risk of infection
 - Provide life software assistance when needed
 - Routine maintenance
 - Vendor on-site roll-out support

4. Vendor Name: IPA

Address: 3059 Premiere Parkway Suite 200
 Duluth, GA 30097

5. Price:
 \$

6. Term of Contract:
 (mm/dd/yyyy)

From:

To:.

7. Prior Sole Source Ref No.
 N/A

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:

- Scrubs vending machine on each of the floors (qty. 4)
 - Use hospital badges to determine identity
 - Dispense scrubs
 - Retrieve scrubs
- Real time reporting software
 - Show the real-time stock of scrubs in machines
- Follow AORN's guidelines to better prevent and control risk of infection
- Provide life software assistance when needed
- Routine maintenance
- Vendor on-site roll-out support

9. Essential Features: How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

- Each floor has their own machine dedicated to that floor's departments
 - Software to generate real-time reports and predetermined alerts for size quantity, usage, etc. to provide insight on utilization and inventory
- Follow AORN's guidelines to better prevent and control risk of infection
- Software assistance needed when there is possible glitches, issues, or concerns
- Routine maintenance to maintain machines
- Vendor on-site roll-out support to kick-off machines to help with trouble shooting, diagnostics (if needed) and assistance in training for employees

10: Sole Source No. SS 22-0315

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:

- Does not ship to Hawai'i
- Build and ship machine, but no service or assistance for kick-off, maintenance of machine and software

12. Direct any inquiries to:
 Department: Administrative Support Department
 Contact Name/Title: Nadya Castilan, MA II

13 Phone Number: x5629
 Fax Number: _____

Expenditure may be processed with a purchase order: Yes No If no, a contract must be executed
 Agency shall ensure adherence to applicable administrative and statutory requirements.

14. ***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 Head (sign and print name)

3/1/22
 Date

Reserved for RCEO/Designee Use Only

15. Date Notice Posted: 03/01/2022 NC

Submit written objections to this intent to issue a sole source contract within five (5) calendar days or as otherwise allowed from the above posted date to: Regional Chief Executive Officer
 East Hawaii Region
 1190 Waiianuenue Ave.
 Hilo, Hawaii 96720

16. Regional Chief Executive Officer's comments:

17.
 APPROVED DISAPPROVED
 NO ACTION REQUIRED

 Regional Chief Executive Officer Date