

NOTICE OF SOLE SOURCE

Department of Water, County of Kauai

The Chief Procurement Officer has received a Request For Sole Source in accordance with Hawai'i Administrative Rule §3-122-82 and Hawai'i Revised Statutes §103D-306. A preliminary review has been conducted and approved for posting of this Notice.

Accordingly, by posting of this Notice, constructive notice is provided to permit interested parties an opportunity to review a copy of the Request For Sole Source, attached and posted herewith, and to submit written objections within seven (7) days from the date this Notice was posted. Objections shall be submitted to:

Chief Procurement Officer or Designee
Department of Water
4398 Pua Loke Street
Lihue, Hawaii 96766

Questions may be directed to the Chief Procurement Officer or Designee at phone: (808) 245-5422 or Email: ryadao@kauaiwater.org.

A summary of the Sole Source Request follows:

Proposed Vendor's Name and Address:

Doxim, Inc.
200 Bellevue Parkway, Suite 210
Wilmington, DE 19809

Brief description of proposed Sole Source Item:

The Department of Water (DOW)'s Customer Care and Billing (CC&B) was previously hosted by the Honolulu Board of Water Supply. Bulk mailing service for water bills and notices was provided by Utilitec dba Doxim, Inc.

As DOW implemented their own instance of CC&B, DOW continued to utilize the services of Utilitec to minimize the unknown risks of converting and implementing a new program. In addition, it required less training for staff so the need to hire temporary workers to help during conversion was not necessary.

The DOW is in the process of procuring a new billing system and until a new billing system is in place, the DOW continues to seek the services of Utilitec to provide DOW bulk mailing through sole source procurement method. This method will save the DOW additional fees and costs from implementing a new bulk mailing service; i.e. the need for additional testing and training. DOW water bills were already configured to work with Utilitec's process servers. Conversion time and efforts will be minimized as well as the risks involved in any conversion and/or implementation projects.

Approved for Sole Source Procurement pursuant to HAR 3-122-81, No. 4.

MULTI-TERM CONTRACT:

Funds are available and appropriated only for the first fiscal year of the contract. The contractual obligation of both parties in each fiscal period succeeding the first is subject to the appropriation and availability of funds. By mutual agreement between parties, the contract may be extended on a month-to-month, or term basis, not to exceed a total of 36 months. Any extension to the contract is subject to the availability of funds, and will be at the same contract price, except to the extent price adjustment is allowed by the contract and approved by the Department of Water. Any extension shall be issued in writing by the Department of Water and acceptance of the extension shall be signed by the Vendor. In all cases, it is agreed that the contract shall be subject to termination in the event the Board of Water Supply fails to appropriate funds for the upcoming fiscal year, beginning July 1st of each year. In the event the contract is terminated because of lack of appropriated funds, no breach of contract shall be deemed to have occurred, but shall be considered as a normal termination of contract.

Contract shall be agreed to and executed in accordance to negotiations. Reasonable licenses and terms will be considered subject to CPO, legal, and Board approvals. Vendor’s license will not include a non-solicitation, non-disclosure, or non-compete provisions that restricts the rights of individuals to seek employment with the County. The DOW is a government agency not a corporation. As a government agency the DOW is bound by employment laws and the constitution.

MINIMUM INSURANCE REQUIREMENTS:

Please see attached.

BY: /s/Renee Yadao

Date Notice Posted: January 30, 2024

SPACE BELOW RESERVED FOR RESPONSE TO REQUESTING DIVISION
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TO: Renee Yadao
Division Head/Lead

- Sole Source No. SS-2024-02 is assigned. This Notice was posted for seven (7) days. No objections were received. Please proceed with (1) processing of a requisition for a purchase order, or (2) contract preparation be sure to reference the assigned Sole Source No. in the contract.
- Objection was received. Please contact the CPO or Designee.

Chief Procurement Officer or Designee