



7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction:

The Judiciary already uses NEOGOV Insight OHC. NEOGOV ONBOARDING AND NEOGOV EFORMS builds onto the NEOGOV Insight OHC to create a seamless transition from the recruitment process to the new hire onboarding process.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

NEOGOVS is the sole vendor who can integrate with a unified dashboard and task management system of NEOGOV Onboarding and NEOGOV eforms products.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Program	Phone Number	email address
Jade Taono	Human Resources		jade.c.taono@courts.hawaii.gov
Teena Oshiro	Human Resources, Staffing Svcs		teena.m.oshiro@courts.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-12, Subchapter 15, Cost Pricing Data, if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the Division/Program. I certify that the information provided above is, to the best of my knowledge, true and correct.**

/s/ Eric Tanigawa

04/04/2022

\_\_\_\_\_  
Department/Division/Program Head Signature

\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: \_\_\_\_\_

Inquiries about this request shall be directed to the contact named in Item 8. Submit written objection to this NOTICE OF REQUEST FOR SOLE SOURCE within seven (7) calendar days, or as otherwise allowed, from the Date Notice Posted to:

Chief Procurement Officer – The Judiciary  
Financial Services Department  
Contracts & Purchasing Office  
1111 Alakea Street, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

\_\_\_\_\_  
*Chief Procurement Officer Signature*

\_\_\_\_\_  
*Date*