



County of Maui Notice & Request for Sole Source

1. TO: Chief Procurement Officer
2. FROM: Office of Council Services

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

3. Description of goods, services, or construction.

Monthly social media services for Councilmember Alice L. Lee in service period 01/01/26 – 12/31/26.

4. Vendor Name: Kit Zulueta Productions, LLC.
Maria Katrina Zulueta
Address: 81 N. Market Street, Ste. 200
Wailuku, HI 96793

5. Price: \$7036.65

6. Term of Contract:

From: 01/01/26

To: 12/31/26

7. Prior Sole Source Ref No
25-004OCS

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:
Task order requires immediate intricate knowledge of Maui County Council and legislative process to produce accurate, constructive, and culturally sensitive media services.

9. Essential features: How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work.:
No other vendor has the same specific-legislative expertise with the Maui County Council. The vendor worked as a Legislative Analyst for the Council. This level of legislative and process advice cannot be performed by another vendor. Using this vendor minimizes additional administrative costs, reduces confusion for users, enables better coordination during emergencies, focuses accountability for performance, and ensures responsiveness (i.e. avoids finger-pointing). The agency benefits because personnel are not required to divert as much time and attention from core functions.

10. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:
Other media services were not investigated because of the benefits noted previously.

Sole Source 26-004OCS

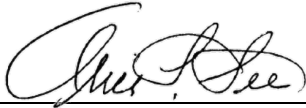
Request for Sole Source (continued)

11. Direct any inquiries to: Department: Office of Council Services Contact Name/Title: Mona Perry, Executive Assistant	12. Contact information: Phone Number: (808) 270-7760 Facsimile Number: (808) 270-7686
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Expenditure may be processed with a purchase order: Yes ☒ No ☐ If no, a contract must be executed and funds certified.

Agency shall ensure adherence to applicable administrative and statutory requirements

13. 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.



Councilmember

01/05/2026

Date

14. Date Notice Posted: 01/07/2026

Submit written objections to this intent to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
Office of Council Services
200 S. High Street, Room 703
Wailuku, Hawaii 96793

15. Chief Procurement Officer's comments:

16.

☐ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED

Chief Procurement Officer

Date