

'11 FEB -3 P3:21



STATE PROCUREMENT OFFICE
STATE OF HAWAII

STATE PROCUREMENT OFFICE NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

- 1. TO: Chief Procurement Officer
- 2. FROM: DOH/TSP/CDMCB/Tobacco Prevention & Education Program

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

<p>3. Description of goods, services or construction:</p> <p>1. Conduct a face-to-face assessment of smoking status, cessation preferences, and nicotine addiction levels of smoking population on Oahu of unsheltered an sheltered homeless on Oahu through a health care provider.</p>	
<p>4. Name of Vendor: Waikiki Health Center Address: 277 Ohua Avenue, Honolulu, HI 96815</p>	<p>5. Price: \$15,000</p>
<p>6. Term of Contract: From: 3/01/2011 To: 2/28/2012</p>	<p>7. Prior Exemption Ref. No. 0</p>
<p>8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: Vendor is the only agency federally funded under section 330H of the Public Health Service Act., hence the only community health center funded to work directly with homeless. The vendor subcontracts with Waianae Comprehensive Health Center and Kalihi-Palama to perform work with homeless in certain geographic regions. It also employs CareAVan mobile health clinic so its able to reach homeless throughout the island, a service no other health center possesses.</p>	
<p>9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: While there are no vendors for this service for this specific population, assessment and surveying services that have been employed in the past by TPEP has been more costly. Additionally, TPEP will draft a Memorandum of Agreement between the vendor and DOH that will outline the process for the projects and fair price. Vendor is only charging for the cost of the project and is providing In Kind the costs of managing the project.</p>	
<p>10. A description of the agency's internal controls and approval requirements for the exempted procurement: Pedro Haro-Arvizu, Public Health Educator - Oversees project deliverables and their quality and drafts MOA Julian Lipsher, TPEP Program Manager - Reviews MOA and provides guidance on project deliverables James Cullen, PHAO, TPEP - Monitors billings for proper expenditures Danette Wong Tomiyasu, CDMCB Chief - Approval of purchase orders and reviews/signs MOA; Approval of PO</p>	

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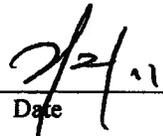
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Sharon Abe	Chief, ASO	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Lola Irvin	Project Officer, TSP	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Danette Wong Tomiyasu	Chief, CDMCB	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Julian Lipsher	Program Manager	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
James Cullen	PHAO, CDMCB	<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: TSP Contact Name: Lola Irvin Phone Number: 586-4662 Fax Number: 586-8252
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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 and correct.*

 Department Head Date

Reserved for SPO Use Only

15. Date Notice Posted 2-7-2011

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
 State Procurement Office
 P.O. Box 119
 Honolulu, Hawaii 96810-0119

Chief Procurement Officer's comments:

This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply and award is required to be posted on the Awards Reporting System.

As a reminder, individual(s) participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, as appropriate. As stated in Procurement Delegation No. 2010-01, Amendment 1, "... procurement requests submitted to the SPO from departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned."

16. APPROVED DISAPPROVED NO ACTION REQUIRED

 5/4/2011
 Chief Procurement Officer Date