



STATE PROCUREMENT OFFICE
NOTICE OF REQUEST TO AMEND AN EXEMPTION
FROM HRS CHAPTER 103D CONTRACT

12 MAR 28 P4:03

STATE PROCUREMENT OFFICE
 STATE OF HAWAII

TO: Chief Procurement Officer
 FROM: DOH/TSP/CDMCB/Tobacco Prevention and Education Program
Name of Requesting Department

Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:

1. SPO-007, Exemption Reference (PE) Number: 09-115-D Amendment 2
2. Vendor/Contractor/Service Provider Name: Coalition for a Tobacco Free Hawaii

3. Describe the goods, services, or construction:
 Please see Attachment A.

4. Explain in detail what is being amended:
 Extension of time and increase of funding.

5. Amended contract price for this request: ~~\$310,000.00~~ ^{\$60,000 dkr 4/24/12} Total = \$1,216,675.⁰⁰

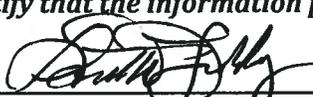
6. Explain in detail why the amendment(s) are necessary:
 Please see Attachment B.

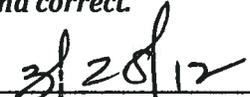
7. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training and 2) who may be contacted for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Department Personnel Name	Division/Agency	Phone Number	Email address
LILA JOHNSON	TSP	586-8251	lila.johnson@dek.hawaii.gov

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


 Department Head Signature


 Date

For Chief Procurement Officer Use Only

Date Notice Posted: 3-29-12

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

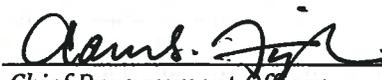
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the amended contract price of \$60,000 and conditioned upon the contractor contributing \$18,000 or 30% of the amount spent by the department, whichever is less. The Contractor shall continue to conduct open procurement for services of coordinators in each county by posting these positions in the newspaper and on-line, listing minimum qualifications and the criteria that selection will be based on, as needed. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

Approved Disapproved No Action Required


 Chief Procurement Officer 4/25/2012
 Date

Attachment A

5. Description of goods, services or construction:

The Coalition for a Tobacco Free Hawaii is a non-profit entity having a professional staff, a board of directors, and qualifying under section 501(c)(3) of the Internal Revenue Code of 1986, as amended. The DOH will provide up to \$340,000; the Coalition will also contribute up to \$103,000 (30% of the amount spent by the DOH) toward mutually identified outcomes. The aggregate funds will support the six community coalitions on each of the islands.

The agreement has and will continue to:

- strengthen the capacity of local communities to build their tobacco control coalitions that facilitate collaboration among organizations for the prevention and control of tobacco use;
- facilitate the implementation of evidence-based interventions through community coalitions to reduce the health and economic burden of tobacco use, especially among populations experiencing health disparities and inequities;
- facilitate an integrated approach for organizational assets to be directed toward strengthening community resources in tobacco control.

Attachment B

7. Reason: This / These amendment(s) are necessary because:

The Department of Health's Tobacco Prevention and Education Program expects to receive a grant from the Centers for Disease Control and Prevention to run from March 29, 2012 through March 28, 2013. The extension of the contract with the Coalition is contingent upon the receipt of these funds.

The Department of Health requests the extension of its exemption with the Coalition to run from March 29, 2012 to March 28, 2013 in order to maintain the collaborative effort put in place by the original exemption (09-115-D).

All of the elements in the original request for the exemption are still in effect. The intent of the original agreement was that the Department of Health (through its Tobacco Prevention and Education Program) and the Coalition would combine their efforts and work together to reduce the use of tobacco in Hawaii. Both entities would contribute financially and pool their resources toward that end and in doing so, avoid the wasteful duplication of effort.

The first two years of the agreement have been audited by the Tobacco Prevention and Education Program and the invoices were found to be in order. Also, the Coalition's spending was, again, commensurate with the spending by the DOH. The agreement was

\$18,000 date 4-25-12
per Lila Johnson

\$60,000 date 4-25-12
per Lila Johnson

PE No. 09-115D
Amend 6

that the Coalition would spend at a rate of 30% of the spending of the Department of Health.

The Coalition has met its financial obligation in each of the first two (2) years of the contract. They will again financially contribute to the effort at a rate of 30% of the Department of Health's contribution. When this collaborative effort was contemplated, none of the other prospective partners were willing to make a financial contribution to this effort. It was because of the Coalition's commitment to add significant financial resources to the effort of the Department of Health during each year of the agreement that the exemption was sought initially. The Coalition, as noted, will honor its commitment in the period covered by this amendment.

PE No. 09-115D
Amend 6

Arizona for 30 providers from community health centers, academic nursing, pharmacy, and respiratory care programs, and other healthcare facilities.

\$28,800 (11,973CDC/\$18,827MSA)

- TPEP will develop and conduct a comprehensive external evaluation of the Tobacco Control Program.

\$15,000

H. Contractual

\$259,000

1. Name of Contractor: The Coalition for a Tobacco Free Hawai'i
1500 South Beretania Street, Suite 309
Honolulu, Hawai'i 96826
Phone No/Fax No: 808-946-6851/808-946-6197
www.tobaccofreehawaii.org
2. Source of Selection: State Procurement Exemption
3. Period of Performance: 3/30/12 – 3/29/13
4. Scope of Work:
 - Provide administrative and management services for the implementation of a community-based tobacco control intervention model through six (6) local community coalitions across the State: Maui, East and West Hawai'i, Kaua'i, Moloka'i, and O'ahu. The local coalitions help to build networks of people on each of the islands to ensure that those communities are fully involved in tobacco control work.
 - Assume administrative and legal responsibilities for the receipt and disbursement of funds received from agencies and organizations, adhering to expenditure guidelines established by the Department of Health, and maintaining all financial records according to generally accepted accounting principles.
 - Appoint a staff member to be the liaison with the Department of Health in coordinating the community coalitions.
 - Initiate a competitive process for the hiring of local community coalition coordinators
 - Provide oversight for the completion of annual community assessments by each community coalition and for the development of annual action plans to address the objectives of the Tobacco Use Prevention and Control 5-year Strategic Plan for the State
 - Administer the funds for the implementation of the community initiative project proposal process
 - Manage travel logistics for statewide meetings, conferences and interviews
5. Method of Accountability: The contractor is responsible for creating an assessment process to monitor and evaluate achievement of community coalition goals and objectives and for submitting an evaluation for retention of the local community coalition coordinators prior to the end of each funding period. There shall be a process to maintain

ongoing communication to monitor progress. Timely submissions of quarterly activity reports and an annual activity report as well as submission of financial reports monthly and annually.

6. Itemized Budget and Justification:

Source of Funds

<u>Federal request</u>	<u>Coalition</u>	<u>MSA</u>	<u>Total Budget</u>
\$250,000.00	\$103,000.00	\$60,000	\$413,000.00

Categories:

Payroll/Compensation:	240,000.00
Direct costs:	10,000.00
Projects:	<u>60,000.00</u>
	\$310,000.00

1. Name of Contractor: Alere, Inc.
2. Source of Selection: Small Purchase
3. Period of Performance: 3/30/12 – 3/29/13
4. Scope of Work:

Provide individualized reporting on the usage of the Hawaii Tobacco Quitline by priority populations. This will allow TPEP to continue to track its success among priority populations. This reporting is not currently part of the regular reporting already conducted by Alere to the Hawaii Tobacco Quitline.

5. Method of Accountability:

Contractor will be responsible to provide monthly reporting at a mutually agreeable time that will conform to the needs for TPEP's evaluation of activities conducted for that period. TPEP will monitor the quality of the reporting and provide any necessary guidance to the vendor if needed. Alere will bill at mutually agreed upon intervals as work is completed.

6. Itemized Budget and Justification:

Source of Funds:

Federal request:	\$9,000
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