



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

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Human Services
Name of Requesting Department

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

1. Describe the goods, services or construction:
See Attachment A.

2. Vendor/Contractor/Service Provider:	Hybrid International, LLC	3. Amount of Request:	
		\$ 32,000.00 (approx.)	
4. Term of Contract From:	2/1/2013	To:	1/31/2014
		5. Prior SPO-007, Procurement Exemption (PE):	N/A

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
See Attachment B.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
See Attachment C.

8. 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/Agency	Phone Number	e-mail address
Lori Tsubako	BESSD, Homeless Programs Office	(808)586-7072	ltsubako@dhs.hawaii.gov
Judy Ishida*	BESSD, Homeless Programs Office	(808)586-7064	jishida@dhs.hawaii.gov
SCOTT Nakasono	ASSISTANT BESSD Adm.	586-7054	SNakasono@dhs.hawaii.gov

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

Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 12/14/2012

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt 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 based on the department's representation that the U.S. Department of Housing & Urban Development (HUD) will not provide funding for the creation of a new Homeless Information Management System as Hawaii was originally granted the funds in 2002 and additional HUD funding can only be used to support maintenance/upgrades to the existing system.

Approval is for the period 02/01/13 to 01/31/14 and 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 Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature: *[Signature]* Date: 12/21/2012

Section 1.

Describe the goods, services or construction:

The Homeless Management Information System (HMIS) is an electronic data collection system that stores information about persons who access the homeless services system in a Continuum of Care (CoC).^{*} HMIS is a valuable resource because of its capacity to integrate and unduplicate data from all homeless assistance and homelessness prevention programs in a CoC. Aggregate HMIS data can be used to understand the size, characteristics, and needs of the homeless population at the local, state, and national levels. Today's advanced HMIS applications offer many other benefits as well. They enable organizations that operate homeless assistance and homelessness prevention programs to improve case management by collecting information about client needs, goals, and service outcomes. They also help to improve access to timely resource and referral information and to better manage operations. Following Congressional directive, the U.S. Department of Housing and Urban Development (HUD) has supported the development of local Homeless Management Information Systems by: 1) providing technical support and funding to CoCs to develop local HMIS; and 2) undertaking a research effort to collect and analyze HMIS data from a representative sample of communities in order to understand the nature and extent of homelessness nationally.

The existing HMIS system administered by the State of Hawaii, Department of Human Services (DHS), provides the following functions:

1. Gives shared access of the system to the DHS Homeless Programs Office (HPO) and to the individual homeless shelters/agencies.
2. Accommodates different levels of access for different users.
3. Reduces the amount of duplicated work performed.
4. Makes reporting of services uniform and integrated to eliminate the time spent reconciling agencies' numbers with HPO's numbers.
5. Adds reporting functionality as needed, and/or required by HUD.
6. Provides the capability to view and edit records of all services that have been delivered to a particular client.
7. Improves data entry validation and system ease of use.
8. Has the capability to integrate data from outside agencies in the future.
9. Collects homeless data which meet universal and program specific data elements as required by HUD for all McKinney Vento funded homeless assistance programs.

^{*} Continuum of Care (CoC) is a consortium of homeless service providers and community stakeholders. There are four separate groups representing Oahu, Kauai County, Maui County and Hawaii County. The CoC provides a mechanism by which homeless assistance providers apply for funding from HUD.

Section 6.

Explain in detail, why it is not practical or advantageous for the department to procure by competitive means:

Funding for the HMIS is made available through HUD's Supportive Housing Program (SHP). In 2001, HPO (then known as the Homeless Programs Branch) applied for and received funding to develop and implement the State's HMIS. Hybrid International, LLC, was selected to provide services including the development of the software, installation, consultation to set up the central server, system interfacing, networking, security, and supporting software tools. Hybrid International also provided user licensing, project management/coordination and technical support for new users. Once the HMIS was established with this initial grant, HUD continued to provide funding through annual SHP renewal grants for the maintenance and upgrading of the existing system. The renewal grant does not allow for the creation of a new system. The current Notice of Funds Availability (NOFA) was published by HUD on November 9, 2012, and stipulates that awards made under SHP are eligible for renewal if they are currently in operation and have a signed grant agreement with HUD which will expire during the period beginning January 1, 2013 and ending December 31, 2013 (Docket No. FR-5600-N-41, page 15).

The present HMIS has matured into a complex data collection and reporting tool utilized by homeless providers across the state. Millions of dollars in HUD funding for the State and the City and County of Honolulu are dependent upon the continued utilization of this existing system. While the State may own the collected data, the HMIS software is owned by Hybrid International, thus severe continuity and functionality issues would ensue if another provider were to develop and implement another HMIS and transfer existing data to the new system. Proprietary concerns (i.e., use of key codes) may also arise during the transfer leading to delays and extended down-time. (This scenario assumes funds availability for the creation of a new system.)

Section 7.

Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

On November 26, 2012, HPO posted the Hawaii Department of Human Services, State of Hawaii Request for Information, RFI No: HMS-224-13-02-HPO for the 2012 Balance of State (HI-500) Continuum of Care (CoC) Competition on the State Procurement Office website. HPO notified the leadership of the neighbor island CoC's of the posting, who in turn informed their members. The following schedule is applicable to all organizations applying for new or renewal grants for the Supportive Housing and Shelter Plus Care programs:

- Proposal submittal deadline December 10, 2012
- Proposal evaluation period December 11 - 18, 2012
- Notice of Selection December 19, 2012
- Contract start date Spring -Summer 2013

The HMIS provider, Hybrid International, will be required to submit a proposal for evaluation to ensure standards are met.