



**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: Health/TSP/CDMCB/Tobacco Prevention and Education Program
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.

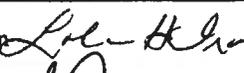
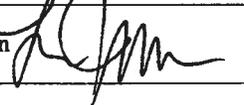
2. Vendor/Contractor/Service Provider: Healthy Communities Hawaii dba Coalition for a Tobacco-Free Hawaii	3. Amount of Request: \$ 250,000.00
4. Term of Contract From: 4/24/2013 To: 3/28/2014	5. Prior SPO-007, Procurement Exemption (PE): 09-115-D

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

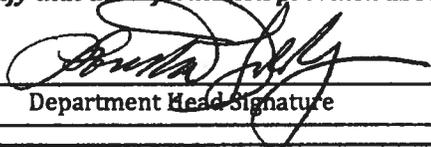
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
See ATTACHMENT C.

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
Lola H. Irvin 	Tobacco Settlement Project	586-4481	 lola.irvin@doh.hawaii.gov
*Lila Johnson 	Tobacco Prevention & Education Manager	586-4662	lila.johnson@doh.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

APR 23 2013

_____ Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4-23-13

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:

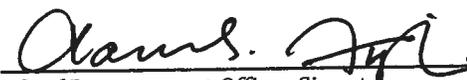
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

PE-13-085D was disapproved due to department's failure to comply with CPO requirements provided in PE-09-115Da6, PE-09-115Da5 and PE-09-115Da4. In response, department submitted PV-13-092D which was approved based on the department complying with the posting requirement and implementing corrective action. This request is approved 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. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

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

Approved Disapproved No Action Required

 7/8/2013
 Chief Procurement Officer Signature Date

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

ATTACHMENT A

1. Description of goods, services, or construction:

The Department of Health (DOH) requests to renew its agreement with the said Vendor, Healthy Communities Hawaii dba Coalition for a Tobacco-Free Hawaii (HCH) to partner with the DOH to provide administrative and management services for the implementation of a community-based tobacco control intervention model project as recommended by the Centers for Disease Control and Prevention (CDC) *Best Practices* guidelines. State program involvement in community-level interventions are expected to include the provision of funding to community-based organizations in order to improve their capability to positively influence social norms regarding tobacco use and to build relationships between health departments and the grassroots, voluntary efforts. The goals of the CDC *Best Practices* and the project are:

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

The Vendor was chosen because it is a non-profit entity having a strong and extensive association with tobacco control, with a professional staff, a board of directors, and qualifies under section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

The DOH will provide up to \$250,000 of federal funds from its CDC Collaborative Chronic Disease, Healthy Promotion and Surveillance Program Grant, and the Coalition will also contribute at least \$75,000 toward mutually identified outcomes. The Vendor will be the contractor for all of the project coordination.

The aggregate funds will support six community coalitions on each of the islands by which the Vendor will maintain a competitive process for hiring local coordinators, funding community initiative projects, and managing travel for statewide meetings.

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ATTACHMENT B

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

Procurement by competitive means is not advantageous to the program for two reasons. The first is the expertise of Healthy Communities Hawaii dba Coalition for a Tobacco-Free Hawaii (HCH) and the second is that only HCH has agreed to augment the funds supplied by the Department of Health (DOH) with funds of their own.

HCH is the only independent organization in the State that has organized efforts at the community level to reduce tobacco use. The organization has fifteen years of demonstrated experience in creating community-based tobacco control networks, has qualified staff in place, and adheres to the Centers for Disease Control (CDC) Best Practices and also to the State's 5-year Strategic Plan.

There are, in our estimation, only three other groups, the American Cancer Society, the American Lung Association of Hawaii and the American Heart Association, which might be considered as a potential partner in this project. HCH is clearly the best option. While each of these groups is concerned with the harmful effects of tobacco use, their activities are contingent upon their organization's primary mission and the annual priorities established by their national offices. Also, each of the other associations has been contacted and none are interested in participating in this project.

In addition to the reasons noted above, HCH will contribute at least \$75,000 to augment the money from the State via the CDC. HCH will then partner with the DOH in the coordination of the use of the combined fund. Thus this procurement will increase the fund for the control of tobacco in Hawai'i and improve the efficiency of its use. By working in concert, the total fund can be directed without the duplication of efforts.

HCH will primarily assist the DOH Tobacco Prevention and Education Program by being the aggregator of funds from federal agencies, non-governmental organizations, and private foundations. As a managing partner, the Vendor's role will include, but not be limited to:

- Assuming administrative and legal responsibilities for the receipt and disbursement of funds received from federal agencies, special funds, non-governmental organizations, and private foundations, adhering to expenditure guidelines established by the DOH, and maintaining all financial records according to generally accepted accounting principles;
- Appointing a staff member to be the liaison with the DOH in coordinating the community coalitions;
- Initiating and maintaining a competitive process for the hiring of local community coalition coordinators;

- **Assisting in the oversight of the completion of annual community assessments by each coalition for the development of annual action plans which address the objectives of the Tobacco Use Prevention and Control Five-Year Strategic Plan for the State;**
- **Assisting in the implementation of the community initiative project proposal process consistent with the tobacco control priority goals and the integration of tobacco control with chronic disease;**
- **Participating in planning and handling travel logistics for statewide meetings;**
- **Assisting in creating an assessment process to monitor and evaluate achievement of community coalition goals and objectives;**
- **Assisting in the annual evaluation of the local community coalition coordinators;**
- **Maintaining ongoing communication to monitor progress;**
- **Submitting interim activity and expenditure reports to DOH.**

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ATTACHMENT C

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

The request for this exemption is being submitted for the following reasons: First, Healthy Communities Hawaii (HCH) is the only independent organization in the State that has organized efforts at the community level to reduce tobacco use. Three other associations work in the area of tobacco control to a lesser degree. Second, each of these associations has been contacted and only HCH is willing to participate. Third, HCH will contribute funds to the project and partner with the Department of Health in the spending of the total fund. Thus, this exemption will increase the amount of the total fund and increase the efficiency of its use.