

2013-0358
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STATE PROCUREMENT OFFICE
STATE OF HAWAII



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

TO: Chief Procurement Officer
FROM: Department of Public Safety/Health care division
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:
This exemption request is necessary for the payment to the respective hospitals for the meals provided for the Adult Correctional Officers (ACO) assigned to provide custody security for inmates admitted to the hospitals. Generally one ACO is assigned per inmate, per 8hr. watch on a 24 hour, 7 day a week basis. This request would cover the payment of these ACO meals from the attached lists of hospitals. As the Department is not able to anticipate which facilities' inmate would require hospitalization at which hospital, this request would serve to cover all payments of this nature. The amount on a monthly basis is an estimation based on previous utilization. During FY13, the Department averaged 43 hospital days per month, three meals per day at a cost of \$10/meal, averaging \$1290/month. Cost will vary month to month based on actual hospital days.

2. Vendor/Contractor/Service Provider: See attached
3. Amount of Request: \$ 1,290/mo

4. Term of Contract From: CPO Approval To: 4/1/2018
"11/26/2013" DA "11/26/13"
5. Prior SPO-007, Procurement Exemption (PE): 09-131-C

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
Pursuant to the UPW bargaining Union 10 contract, ACOs on an 8 hour shift, are afforded a 30 min. paid meal, which is provided by the Department. As there are no other meal alternatives for the ACO on "hospital" duty, the meal is provided by and served to the ACO at their duty station by the hospital. Alternatives to this ~~sole source~~ request would be to have the facility deliver meals to the ACOs.
DA "11/13"

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
The Departmental P & P s indicate that at all times, the ACOs must be at their station unless relieved of his duty post. Having them "off" for their meal period or to get their meal would increase the escape risk and also put the safety of the hospital staff at risk. Thus having the meals provided by the hospital eliminates the need for additional security staff at this post or to function as a meal relief person.

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
Marc Yamamoto <i>MSY 11/26/13</i>	ASO-PC	587-1215	marc.s.yamamoto@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

11/26/13

Date

For Chief Procurement Officer Use Only

Date Notice Posted: *11/26/2013*

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 granted for the period 11/26/12 to 4/1/18 and is based on the department's representation that meals are to be provided to the ACOs under union contract terms and it is not feasible for the ACO to leave the hospital or for the inmate facility to deliver meals. 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 for all awards of \$2,500 or greater) 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 Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

12/17/13

Date

Kapiolani Medical Center at Pali Momi
98-1079 Moanalua Rd.
Aiea, HI 96701

Sodexo Inc. and Affiliates (Queens Medical Center)
1301 Punchbowl St.
Honolulu, HI 96813-2413

Castle Medical Center
Nutritional Services
640 Ulukahiki St.
Kailua, HI 96734

Leahi Hospital
3675 Kilauea Ave
Honolulu, HI 96816-2333

HI Medical Center West
P.O. Box 29759
Honolulu, HI 96820-0860

Wilcox Memorial Hospital
Attn: General Accounting
55 Merchant St. 24th floor
Honolulu, HI 96813