



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

14 MAY 29 P1 50

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Health/FHSD/Children with Special Health Needs Branch
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:
An Evaluation Consultant will participate in all evaluation aspects of the Hawaii Newborn Hearing Screening Program's federally-funded Baby HEARS project. The purpose of the project is to reduce the loss-to-follow-up/documentation rate for newborn hearing screening in Hawaii. The Evaluation Consultant will participate in all aspects of evaluation for the project including, but not limited to, development of the project work plan, development of the evaluation plan (including outcome measures, process measures, and identification of data sources), attendance at progress meetings, attendance at Advisory Committee meetings, facilitation of work groups, creation of data collection tools, collection of data, analysis of data, and reporting of data. The Evaluation Consultant will be contracted at a 0.2 FTE.

2. Vendor/Contractor/Service Provider:	Seattle Children's Hospital P.O. Box 24728, Seattle, WA 98124-0728	3. Amount of Request:	\$ 20,000.00
4. Term of Contract From:	8/1/2014	To:	3/31/2015
		5. Prior SPO-007, Procurement Exemption (PE):	

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

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

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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
Gordon Takaki	FHSD	733-8365	Gordon.Takaki@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.

Chris Owen MPAH

Department Head Signature

5-27-2014

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/29/2014

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 8/1/2014 to 3/31/2015. If the department plans to continue this service in the future, HRS chapter 103D and the procurement rules apply to purchases using the applicable procurement method and its procedures. 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. 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 Stanton Mato at 586-0566, or email stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required

[Handwritten Signature]

Chief Procurement Officer Signature

6/24/14

Date

Request for Exemption from HRS Chapter 103D - Attachment

Describe in detail the following:

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

The federally-funded Baby HEARS grant requires a dedicated evaluation consultant. Jacquie Stock, MPH, has worked with the Hawaii DOH Genomics Section as the outside evaluator for the HRSA funded Western States Genetic Services Collaborative (WSGSC) for the past nine years. Ms. Stock is a Senior Research Associate at Seattle Children's Center for Children with Special Needs. She has seventeen years of experience designing and managing program evaluations and research projects for public health agencies and private health organizations. Between 1999 and 2011, through a Seattle Children's contract with the Washington State DOH Children with Special Health Care Needs (CSHCN) Program, Ms. Stock developed and implemented numerous projects and evaluations to improve systems of care for Washington State CSHCN and families. Example projects include a statewide medical home strategic planning process, measuring outcomes of public health nursing, a CSHCN data portrait, online emergency preparedness guide, and numerous others. Ms. Stock has participated in research projects to evaluate consent processes in whole genome sequencing research and methods for sharing whole genome sequencing results with research participants.

Utilizing an experienced evaluation consultant with an established relationship with the Hawaii Department of Health Genomics Section will increase efficiency and maximize grant activity outcomes. Ms. Stock is intimately familiar with the Hawaii DOH Genomics Section team, our procedures, and our project activities. She provided input into the development of the Baby HEARS grant proposal, with an eye on evaluation and outcome measures. Ms. Stock's participation as an evaluation consultant will result in timely accomplishment of the grant project goals and the collection of high quality data, two items of importance to our federal funders. Contracting with Ms. Stock will enable her continued involvement on this project, which is essential given that data collection and grant activities are currently underway.

Ms. Stock is the only evaluation consultant with an established relationship with the program, knowledge of the specific Baby HEARS grant activities, and documented contributions to the grant work plan and evaluation plan. She is also a very cost-effective evaluation consultant, based on our research (below). If a new evaluation consultant were to be contracted, it would require an expenditure of effort and funds to recruit, orient, and train the new addition. The Baby HEARS grant activities would be halted/interrupted while the new evaluation consultant was brought up-to-speed with genetics, newborn screening, work group facilitation, and issues unique to the Newborn Hearing Screening Program.

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

Alternate evaluation consultants were researched, including those who work with the other regional genetics collaboratives with experience in public health genetics, newborn screening, and work group facilitation, including Seattle Children's Hospital, New York Mid-Atlantic Consortium (NYMAC), and Mountain States Genetics Regional Collaborative (MSGRC). Seattle Children's Hospital and NYMAC provided information and MSGRC did not. Like WSGSC, NYMAC is a multi-state collaborative which seeks to improve genetic and newborn screening services by the sharing of resources. NYMAC contracts for outside evaluation and work group

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facilitation services similar to those provided by Seattle Children's Hospital for our regional collaborative. A comparison of the proposed fees shows cost savings to contract with Seattle Children's Hospital. In the other collaboratives, the contracted rate for evaluation consultants is between \$100 and \$177 per hour (plus fringe and indirect costs), which is more than the \$46 per hour (plus fringe and indirect costs) charged by Seattle Children's Hospital for Ms. Stock's evaluation services. A local evaluation consultant was also researched. In the past, the Hawaii Department of Health Genetics Program contracted with Jay Maddock at the University of Hawaii at the rate of \$100 per hour. However, Mr. Maddock has stopped contracting his services and there are no other evaluation consultants with his depth of experience with public health and the Children with Special Health Needs and Newborn Screening populations. In conclusion, the research showed that contracting Ms. Stock's services through the Seattle Children's Hospital would be the most cost-effective course of action. Her experience working with our program also contributes greatly to our efficiency and effectiveness in completing grant activities.