



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

15 JAN 21 12:41

ADMINISTRATION
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: 2/1/2015 To: 1/31/2016	5. Prior SPO-007, Procurement Exemption (PE): PE13-044B	

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
Paul Ruddell*	BESSD, Homeless Programs Office	586-7070	pruddell@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.

Anthony Blawie

01/20/15

Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: *1/22/2015*

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:

Retroactive approval is granted for the period 2/1/2015 – 1/31/2016 or whenever a new contract for a Homeless Management Information System is executed, whichever is sooner. 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 provide proof of compliance) and award is required to be posted on the Awards Reporting System. Copies of the compliance 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

[Signature]
 Chief Procurement Officer Signature

2/9/15
 Date

Section 1.

Describe the goods, services or construction:

The Homeless Management Information System (HMIS) is an electronic web-based 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.

^{*} A Continuum of Care (CoC) is a consortium of homeless service providers and community stakeholders. There are two separate CoC's within the State of Hawaii. One represent the City and County of Honolulu and the other represents the Counties of Kauai, Maui and Hawaii. The CoC's provide 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 Continuum of Care Homeless Assistance Program (CoCHAP), formerly known as Supportive Housing Program (SHP). According to Docket No. FR-5800-N-30, page 21, signed September 15, 2014, HUD stipulates that awards made under SHP are eligible for renewal if they are currently in operation and have a signed grant agreement with HUD. HPO's current grant award for HMIS is eligible for this renewal. However, the renewal amount at approximately \$32,000, determined by HUD and managed by HPO, is not enough for the purchase of a new HMIS system. It only allows for the ongoing support and maintenance of the existing system.

Eventually HPO is hoping to acquire other funds from HUD that will allow for the purchase of a new HMIS, but doesn't anticipate this additional funding until sometime after February 1, 2015. Since the existing contract for maintenance services will end January 31, 2015, it is essential that Hybrid International, LLC be allowed to continue to provide its HMIS support and maintenance services in the interim. Millions of dollars in HUD funding for the State and the City and County of Honolulu are dependent upon the continued utilization of the existing HMIS, customized specifically for Hawaii. In addition, the eventual implementation of a new HMIS will necessitate the migration of data from the existing system. Hybrid International's service in this regard is critical to the continuity of the State's data collection. The company's history, and unique expertise in the existing system will serve to diminish delays and extended downtime, functionality issues and proprietary concerns.

Section 7.

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

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.

On September 29, 2014, HPO posted the Department of Human Services, State of Hawaii Request for Information, RFI No: HMS 224-15-03-HPO, for the 2014 Balance of State (HI-500) Continuum of Care (CoC) Competition on the State Procurement Office website. This competition provided notice for organizations to apply for new and renewal grants, which included the renewal grant for HMIS maintenance and support services. HPO notified the leadership of the neighbor island CoC's of the posting, who in turn informed their members. The following schedule was applicable to all organizations that applied for new or renewal grants for Continuum of Care Homeless Assistance Programs (CoCHAP), formerly known as the Supportive Housing and Shelter Plus Care programs:

- Proposal submittal deadline was on October 9, 2014
- Proposal evaluation period occurred from October 10 through 14, 2014
- Notice of Selection occurred on October 15, 2014
- Start dates for various contracts are between February 2015 and November 2015

As before, the HMIS provider, Hybrid International, was required to submit a proposal for evaluation to ensure standards were met. Hybrid International was compliant with the standards.