



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

**15 MAR 10 08:19**

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

**TO:** Chief Procurement Officer

**FROM:** DOH / Child and Adolescent Mental Health Division  
*Name of Requesting Department*

**SUBJECT:** Request for Exemption

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. The Child & Adolescent Functional Assessment Scale ("CAFAS") is a rating scale, which assesses a youth's degree of impairment in day-to-day functioning due to emotional, behavioral, psychological, psychiatric, or substance use problems.	
2. Vendor/Contractor Name : Multi-Health System, Inc.	3. Amount of Request: \$ 47,125.00
4. Term of Contract: From: <u>3/1/2015</u> To: 6/30/2018 <u>3/10/2015</u> <i>John 3/12/15</i>	5. Prior Exemption Reference No.:
6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: See attachment	
7. In selecting the vendor/contractor, explain in detail, the process the department will utilize to maximize fair and open competition:	

At this time there is only one vendor for the CAFAS online form. See attached documentation. The exemption is only for the period through 6/30/2018 which is when the CAMHD Performance Standards are scheduled for a new revision when all systems and procedures are reviewed and potentially subject to change or revision based on best medical practices.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process and has completed mandatory training. ( Type over "example" and delete cells not used)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Janet Ledoux	CAMHD	808-733-4198	janet.ledoux@doh.hawaii.gov
John MacDonald	CAMHD	808-733-9338	john.macdonald@doh.hawaii.gov
Steven Osa	CAMHD	808-7338386	steven.osa@doh.hawaii.gov

9. The department shall ensure adherence to applicable administrative and statutory requirements, and all requirements, approvals, and internal controls for this request are the responsibility of the department.

*I certify that the information provided above is, to the best of my knowledge, true and correct.*

Virginia Presler  
Department Head Signature

MAR - 9 2015

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted

3/12/15

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer  
State Procurement Office P.O.  
Box 119 Honolulu, Hawaii  
96810-0119

10. Chief Procurement Officer (CPO) Comments:

See Page 3 for CPO Comments.

CPO Comments for PE15-041B:

This approval is for the period 3/10/2015 to 6/30/2018 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 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](mailto:bonnie.a.kahakui@hawaii.gov).

Approved       Disapproved       No Action Required



Chief Procurement Officer Signature

3/31/15

Date

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

The Child and Adolescent Functional Assessment Scale (CAFAS) is the best medical tool for assessing a youth's impairment in day-to-day functioning that is due to emotional, behavioral, psychiatric, psychological, or substance abuse problems and for determining whether a youth's functioning improves over time. The CAFAS is backed by over twenty (20) years of research supporting its validity and sensitivity to detecting change in behaviors. It is widely used to inform decisions about type and intensity of treatment, level of care, placement, and need for referral. The CAMHD has used the CAFAS to assess clients for Support for Emotional and Behavioral Development (SEBD) support and mental health evaluations for over fifteen (15) years. Regular Clinical reviews of the CAFAS have continued to validate it as the best evaluator of the client's mental health and eligibility for placement in a SEBD level of care. The Child and Adolescent Mental Health Performance Standards (CAMHPS) for SEBD services are based on the results of the CAFAS scores of an 80 or above and an eligible DSM-IV Axis I diagnosis. The CAMHD operating manuals since the 2002 Interagency Performance Standards and Practice Guidelines (IPSPG) have mandated that the CAFAS be used to assess the client's mental health for both placement and discharge from the various CAMHD programs. The CAMHD has currently more than one hundred (100) Contracts that are impacted by requirements of the current CAMHPS manual and the CAMHD's Policies and Procedures (P&Ps). The CAMHPS are reviewed and updated for best practices on a regular schedule with the current manual issued and effective July 1, 2012. The next major review of the CAMHPS manual is planned for 2017 and historically takes a year to complete and would be prior to the next major procurement to replace the current Contracts on July 1, 2018.

The failure to continue the use of the CAFAS would cripple the CAMHD's ability to make valid comparisons across time regarding system performance and client improvement, as well as cause a major disruption in the CAMHD's operational processes. The CAMHPS are required use in all the CAMHD's Mental Health Contracts and require that the CAFAS be used prior to client placement, treatment, and discharge, as well as required to request Med-Quest fiscal support. (See attached SEBD Fact Sheet). The usefulness of the CAFAS data increases as the number of routine assessment points increase over time, and the CAFAS data can be displayed graphically to help guide decision making strategies that are helpful to an individual youth on a case-by-case

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basis, as well as across the total youth population served. The loss of the use of the CAFAS would invalidate more than fifteen (15) years of client data and severely limit the CAMHD's ability to provide the appropriate levels of mental health care to youths as mandated by the CAMHPS and the CAMHD's P&Ps.