



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

15 SEP 16 P2:13

TO: Chief Procurement Officer

FROM: Department of Defense - Office of Veterans Services  
*Name of Requesting Department*

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

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 and/or services:  
Maintenance of the Hawaii.networkofcare.org website. Services include, but are not limited to providing daily and quarterly reports on website use, monthly update of service directory database, daily updates of State and federal legislation concerning veterans issues, updates and upgrades of website, daily news update, etc. The Network of Care (NOC) website was established and utilized through Department of Health/AMHD/Mental Health Transformation SIG (MHT SIG) for the past three years. At that time a grant was awarded to Department of Health to accomplish this task. Department of Health provided a link for the Department of Defense (DOD)-Office of Veterans Services (OVS) to provide information for military members, veterans and their families. We were recently notified by the Department of Health that we would need to support our own link to the NOC website. The average usage by the veterans is 661 per month.

2. Vendor/Contractor/Service Provider:	Trilogy Integrated Resources, LLC <i>12 months</i>	3. Amount of Request:	\$ 10,000
4. Term of Contract From: Upon Approval	To: <del>08/06/2016</del>	5. Prior SPO-007, Procurement Exemption (PE): 12-083D See copy attached.	

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:  
MHT SIG initially procured services with the contractor (Sole source ref. no. 08-066-C) to design, develop and construct a NOC website for the MHT SIG with the contractor retaining the ownership rights and any copyright to the NOC website system. For these reasons, we are requesting an exemption from HRS Chapter 103D to continue to utilize the website. Additionally, with this subscription, Hawaii NOC users are able to navigate and tap into 18 other States and their supportive services to extract important data (i.e. State health resources) for their specific use and needs. From the review of monthly metrics on usage, many hundreds of military members, Veterans and their families in Hawaii and abroad have used and continue to use this website to satisfy their supportive services and needs. Linkages to important healthcare data, Veteran advisories and access to storing personal data in a secure password protected environment, currently offered in the Hawaii NOC 24/7, 365 days a year, would be significantly disrupted or degraded if this service was to be discontinued.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:  
As mentioned in item #6, Trilogy Integrated Resources is the only vendor that is able to design and construct a site on the NOC website due to their ownership rights and copyright. No other vendor is authorized to provide this service.

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
Debbie Harada	Office of Veterans Services	433-0421	dharada@scd.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

9/15/15  
\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 9.17.15

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](mailto:state.procurement.office@hawaii.gov)

**Chief Procurement Officer (CPO) Comments:**

Approval is granted based on the department's determination that procurement by competitive means is not advantageous at this time. The department is advised to research alternatives for future plans to create a website in which the State will retain ownership rights. The department may consider collaboration and cooperative procurement with the Department of Health as they have been given a 2-year approval to compete for the required services. (Reference SS16-009-D)

This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e., the vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) and the award is required to be posted on the Awards Reporting System. Copies of the certificate of compliance and award 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](mailto:donna.tsuruda-kashiwabara@hawaii.gov).

Approved

Disapproved

No Action Required

\_\_\_\_\_  
Chief Procurement Officer Signature

10/16/15

\_\_\_\_\_  
Date



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

12 MAR -1 AM 101

**TO:** Chief Procurement Officer

**FROM:** Department of Health/AMHD/Mental Health Transformation SIG (MHT SIG)  
*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:**  
Construct Network of Care (NOC) Hawaii Veterans and Service Members website for the Hawaii Department of Veterans Affairs (VA). It will include a directory of resources for veterans, a library with articles on veterans-related issues, legislation information, personal health record and additional sites (please see Appendix A). The website would be a link at the NOC website (<http://networkofcare.org/home.cfm>) under Service Members, Veterans and Their Families. Currently, MHT SIG has a website link at the NOC website that serves a broader audience while the Veterans and Service Members site is more for a specific audience, but both are valuable for our citizens. Ongoing maintenance service for three (3) years for the site will also be required for the site. The three years will allow the VA to add additional local resources as they are developed, evaluate the effectiveness of the site and secure a means to retain the site.

<b>2. Vendor/Contractor/Service Provider:</b> Trilogy Integrated Resources, LLC		<b>3. Amount of Request:</b> \$ 45,000.00
<b>4. Term of Contract From:</b> Upon approval	<b>To:</b> 4/30/2015	<b>5. Prior SPO-007, Procurement Exemption (PE):</b> Not applicable

**6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:**  
MHT SIG initially procured services with the contractor (Sole source ref. no. 08-066-C) to design, develop and construct a NOC website for the MHT SIG as they retain the ownership rights and any copyright to the NOC website system. For these reasons, MHT SIG is requesting an exemption from HRS Chapter 103D for the Hawaii Veterans and Service Members website.

**7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:**  
As mentioned in item #6, Trilogy Integrated Resources is the only vendor that is able to design and construct a site on the NOC website due to their ownership rights and copyright. No other vendor is authorized to provide this service.

PE16-014D

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any.  
 (Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Amy Yamaguchi	AMHD	586-4681	amy.yamaguchi@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

2/29/12  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 3/1/12

Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

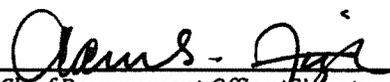
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

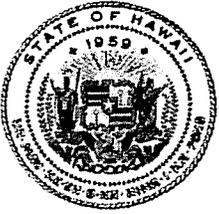
This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

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

Approved       Disapproved       No Action Required

  
 Chief Procurement Officer Signature      3/6/2012  
 Date

15 SEP -8 AIO 53



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE STATE PROCUREMENT OFFICE  
ADMINISTRATION STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Health/Adult Mental Health Division 9  
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.  
Maintenance services of the Hawaii.networkofcare.org (NOC) website. Services include, but are not limited to, providing daily and quarterly reports on the website use, monthly updates of the service directory database, daily updates of state and federal legislation concerning mental health issues, daily news updates, and updates and upgrades of the website.

2. Vendor/Contractor/Service Provider Name: Trilogy Integrated Resources, LLC	3. Amount of Request: \$80,640.00
4. Term of contract (shall not exceed 12 months), if applicable:  From: <u>11/1/2015</u> To: <u>10/31/2017</u>	5. Prior SPO-001, Sole Source (SS) No.:  <u>13-012B</u>

6. Describe in detail the following:  
a. The unique features, characteristics, or capabilities of the goods, service or construction.  
Trilogy Integrated Resources, LLC (Trilogy) designed, developed, and constructed the NOC website and retains the ownership rights and any copyright to the NOC website system. As such, Trilogy is the only vendor able to provide maintenance services for the Hawaii NOC website.  
The original contract ended on April 30, 2015. A procurement violation is attached for the period of May 01, 2015 through October 31, 2015. A timetable is attached.  
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
Providing a website with current information about mental health issues and available mental health resources for is a cost-effective method of disseminating information to a large audience on a 24-hour, 7-day per week basis. The NOC website is an interactive site that provides a centralized location for the public to obtain general information on mental health and for individuals looking for information on mental health services available in Hawaii. Website maintenance services are necessary to update, monitor, and maintain the website and to provide feedback regarding website traffic.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

The NOC website is proprietary, therefore, no other vendor is authorized to provide maintenance services.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

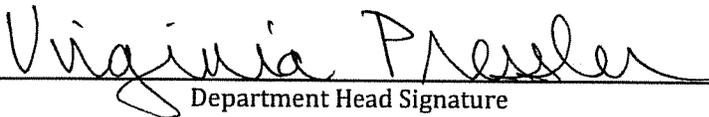
9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Enid Kagesa *	AMHD	586-8282	enid.kagesa@doh.hawaii.gov
Amy Yamaguchi	AMHD	586-4682	amy.yamaguchi@doh.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided is to the best of my knowledge, true and correct.**

  
Department Head Signature

SEP - 4 2015  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 9/09/2015

Submit written objection to this notice to issue a sole source 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 11/1/2015 to 10/31/2017 and is based on the department's representation that Trilogy maintains ownership rights to the Hawaii.networkofcare.org (NOC) website, and is the only company that can host the site and provide maintenance service. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e., the vendor is required to provide proof of compliance and may use the Hawaii Compliance Express), and award is required to be posted on the Awards Reporting System. Copies of the certificate of compliance and award posting are required to be documented in the procurement/contract file.

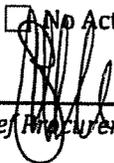
No future sole source approval will be granted without an extensive plan of action for the creation of a new website in which the State will retain ownership rights. The 2-year approval will give the department ample time to compete for the required services.

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      Date 9/18/15