



Received by
State Procurement Office
12/14/2015

STATE PROCUREMENT OFFICE
**NOTICE OF REQUEST TO AMEND AN EXEMPTION
FROM HRS CHAPTER 103D CONTRACT**

TO: Chief Procurement Officer

FROM: Department of Human Services
Name of Requesting Department

Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:

1. SPO-007, Exemption Reference (PE) Number: PE15-031B

2. Vendor/Contractor/Service Provider Name: Hybrid International, LLC

3. Describe the goods and/or services:

See Attachment A for details on the goods and services provided. In summary, the goods and services are for the support, maintenance and upgrade services as Homeless Management Information System (HMIS) transitions from the legacy (old) system to the new system. HMIS is a database required of homeless service providers who receive funding from the State and the U.S. Dept. of Housing and Urban Development (HUD).

4. Explain in detail what is being amended:

See Attachment B for details on the Scope of Services, Compensation and Payment Schedule, and Time of Performance which are being amended to successfully complete the transition from the old legacy HMIS to the new HMIS.

5. Amended contract price for this request: \$ 63,562

6. Explain in detail why the amendment(s) are necessary:

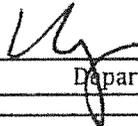
Due to unanticipated challenges and delays with data migration the contract amount has been exhausted. Additional funding and time is essential to successfully provide technical support as described in the amended scope of services needed to complete the transition to the new HMIS.

7. 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	Email address
Paul Ruddell	BESSD, HPO	808-586-7070	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 is to the best of my knowledge, true and correct.



Department Head Signature

DEC 09 2015

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 12/14/15

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

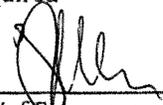
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 12/21/2015 to 3/12/2016 or until the migration from the HMIS legacy system to Case Worthy HMIS system is complete, 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 may use the Hawaii Compliance Express) and the award is required to be posted on the Awards Reporting System. Copies of compliance and the 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

12/23/15

Date

3. Describe the goods and/or services:

The Homeless Management Information System (HMIS) is a Department of Housing and Urban Development (HUD) required information technology system owned by the State's two Continua of Care (CoC)*: Bridging the Gap (BTG), the CoC for the Counties of Hawaii, Kauai, Maui; and the Partners In Care (PIC), the CoC for the City and County of Honolulu, used to collect client-level data as well as data on the provision of housing and services to homeless individuals, families and persons at risk of homelessness. Both CoC selected a new HMIS software solution that complies with HUD's data collection, management, and reporting standards.

*A Continuum of Care (CoC) is a consortium of homeless service providers and community stakeholders. The CoC's provide a mechanism by which homeless assistance providers apply for funding from HUD.

Hybrid International, LLC is contracted to provide support, maintenance and upgrade services as HMIS transitions from the legacy (old) HMIS to the new HMIS. Services include:

- Provide answers and background information to questions regarding the legacy HMIS functionality and operations to assist with determining which data elements are needed while maintaining data standards from HUD in the new HMIS.
- Assist and support the transition process including compilation, mapping, conversion and migration of data; and provide a temporary means for storing and accessing data not migrated to the new HMIS.
- Assist and support with the configuration and set up of the new HMIS, including programs, services, users, workflows, data sharing, shelter inventory, and web site/portal. Continue on-going assistance for the legacy HMIS website, including the shelter board, until the legacy HMIS website is no longer needed.
- Interface with and assist in maintaining and hosting the legacy HMIS currently on a cloud based server until the legacy HMIS is no longer needed.
- Work with newly contracted HMIS Provider on modifications to the new HMIS as needed.
- Shrink the database to recover wasted space caused by the deletion of data, re-index the database periodically to insure that all data is updated and provide other database maintenance functions.
- Provide ad hoc queries to extract data manually as needed for reports and analyses not currently programmed in the HMIS.
- Increase the script timeout parameter to download larger quantities of data as needed.
- Monitor server performance and assist in maintaining adequate disk space on the cloud based servers.
- Move clients or merge duplicated clients between existing homeless shelters or programs in the HMIS as needed.
- Provide the DHS with technical assistance related to HMIS as needed.

4. Explain in detail what is being amended:

The Scope of Services, Compensation and Payment Schedule, and Time of Performance are being amended.

In addition to the normal support, maintenance and upgrade service activities, the Scope of Services will be amended to include the following:

- Use data requirements to complete pre-migration testing. If necessary, cleanse or supplement the source data as necessary. Complete an appropriate level of post migration testing. Results are subjected to data verification to determine whether data was accurately translated, is complete, and supports processes in the new system. During verification, a parallel run of both systems will help to identify areas of disparity and project erroneous data loss. Not to exceed 30 hours
- Automated and manual data cleaning will be performed in data migration to improve data quality, eliminate redundant or obsolete information, and match the requirements of the new system. Not to exceed 30 hours
- Data migration phases (design, extraction, cleansing, load, and verification) will be repeated several times before the new system is deployed. Not to exceed 30 hours
- Work with newly contracted HMIS Provider on modifications to the new HMIS including Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) and Point in Time (PIT). Not to exceed 10 hours
- Provide ad hoc queries to extract data manually as needed for reports and analyses not currently programmed in the new HMIS including Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) and Point in Time Count (PIT). Not to exceed 60 hours
- Provide the DHS with technical assistance related to HMIS as needed. Not to exceed 20 hours
- Continue to maintain and host the legacy HMIS server until the data migration is successfully completed and the legacy HMIS is no longer needed. Not to exceed 60 hours

Compensation and Payment Schedule will be amended to include the following:

- Original contract amount is \$38,431.00
- The amended total contract amount will be \$63,562.00, an increase of \$25,131.00
- The vendor will continue to be paid at the same hourly rate as in the original contract which is \$100 per hour plus general excise tax (4.712%)
- Increase is an estimated 240 additional hours at \$100 per hour = \$24,000.00 plus \$1131.00 general excise tax = \$25,131.00
- The total contract sum shall not exceed: SIXTY THREE THOUSAND, FIVE HUNDRED SIXTY TWO AND NO/100 DOLLARS (\$63,562.00).

Time of Performance will be amended to include the following:

- Although we do not anticipate any further delays, the Time of Performance will be extended 6 weeks to allow additional time for appropriate and satisfactory service delivery.
- Time of Performance: Amendment effective upon CPO approval through March 12, 2016