



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

Received by
State Procurement Office
06/06/2016

TO: Chief Procurement Officer
FROM: Health/CDPHPD/PPB/Tobacco Prevention and Education Program
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 and/or services:
See ATTACHMENT A.

2. Vendor/Contractor/Service-Provider: Hawaii Public Health Institute dba The Coalition for a Tobacco-Free Hawaii/Healthy Communities Hawaii
3. Amount of Request: \$ 200,000
4. Term of Contract From: 3/29/2016 To: 3/28/2020
5. Prior SPO-007, Procurement Exemption (PE): 16-050SK

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
Lola H. Irvin 	Administrator, CDPHPD	586-4481	lola.irvin@doh.hawaii.gov
Lila Johnson** 	Tobacco Prevention & Education Manager	586-4662	lila.johnson@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

JUN - 6 2016

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 06/07/2016

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:

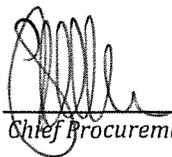
Approval is granted for the period 6/6/2016 to 3/28/2020, with the understanding that the department has determined that a partnership with the Hawaii Public Health Institute to provide administrative and management services to fulfill the goals of the project and that procurement by competitive means for services required would not be advantageous as no other provider would be able to financially provide a 33.3% matching contribution to augment this effort. 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) for all contracts awarded and the award is required to be posted on the Awards Reporting System. Copies of the compliance verification and the award posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

6/22/16

Date

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NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

ATTACHMENT A

1. Description of goods, services, or construction:

The Department of Health (DOH) requests to renew its agreement with the said Vendor, Hawaii Public Health Institute dba Coalition for a Tobacco-Free Hawaii/Healthy Communities Hawaii (HPHI) to partner with the DOH to provide administrative and management services for the implementation of a community-based tobacco control intervention model project as recommended by Centers for Disease Control and Prevention (CDC) Best Practices. State program involvement in community-level interventions are expected to include the provision of funding to community-based organizations in order to improve their capability to positively influence social norms regarding tobacco use and to build relationships between health departments and the grassroots, voluntary efforts. The goals of the CDC Best Practices and the project are:

- to strengthen the capacity of local communities to build their tobacco control coalitions to facilitate collaboration among organizations for the prevention and control of tobacco use.
- to facilitate the implementation of evidence-based interventions through community coalitions to relieve the health and economic burden of tobacco use; especially among populations experiencing health disparities and inequities; and
- to facilitate an integrated approach for organizational assets to be directed toward strengthening community resources in tobacco control.

The Vendor was chosen because it is a non-profit entity having a strong and extensive association with tobacco control, with a professional staff, a board of directors, and qualifies under section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

The DOH will provide up to \$200,000 of federal funds from its CDC Tobacco Program Control Grant, and the Coalition will also contribute at least \$67,000 toward mutually identified outcomes. The Vendor will be the contractor for all of the project coordination.

The aggregate funds will support six community coalitions on each of the islands by which the Vendor will maintain a competitive process for hiring local coordinators, funding community initiative projects, and managing travel for statewide meetings.

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ATTACHMENT B

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

Procurement by competitive means is not advantageous to the program for two reasons. The first is the expertise of Hawaii Public Health Institute dba Coalition for a Tobacco-Free Hawaii/ Healthy Communities Hawaii (HPHI) and the second is that only HPHI has agreed to augment the funds supplied by the Department of Health (DOH) with funds of their own.

HPHI is the only independent organization in the State that has organized efforts at the community level to reduce tobacco use. The organization has fifteen years of demonstrated experience in creating community-based tobacco control networks, has qualified staff in place, and adheres to the Centers for Disease Control (CDC) Best Practices and also to the State's 5-year Strategic Plan.

There are, in our estimation, only three other groups, the American Cancer Society, the American Lung Association of Hawaii and the American Heart Association, which might be considered as a potential partner in this project. HPHI is clearly the best option. While each of these groups is concerned with the harmful effects of tobacco use, their activities are contingent upon their organization's primary mission and the annual priorities established by their national offices. Also, each of the other associations has been contacted and none are interested in participating in this project.

In addition to the reasons noted above, HPHI will contribute at least \$67,000 to augment the money from the State via the CDC. HPHI will then partner with the DOH in the coordination of the use of the combined fund. Thus this procurement will increase the fund for the control of tobacco in Hawai'i and improve the efficiency of its use. By working in concert, the total fund can be directed without the duplication of efforts.

HPHI will primarily assist the DOH Tobacco Prevention and Education Program by being the aggregator of funds from federal agencies, non-governmental organizations, and private foundations. As a managing partner, the Vendor's role will include, but not be limited to:

- Assuming administrative and legal responsibilities for the receipt and disbursement of funds received from federal agencies, special funds, non-governmental organizations, and private foundations, adhering to expenditure guidelines established by the DOH, and maintaining all financial records according to generally accepted accounting principles;
- Appointing a staff member to be the liaison with the DOH in coordinating the community coalitions;
- Initiating and maintaining a competitive process for the hiring of local community coalition coordinators;

- Assisting in the oversight of the completion of annual community assessments by each coalition for the development of annual action plans which address the objectives of the Tobacco Use Prevention and Control Five-Year Strategic Plan for the State;
- Assisting in the implementation of the community initiative project proposal process consistent with the tobacco control priority goals and the integration of tobacco control with chronic disease;
- Participating in planning and handling travel logistics for statewide meetings;
- Assisting in creating an assessment process to monitor and evaluate achievement of community coalition goals and objectives;
- Assisting in the annual evaluation of the local community coalition coordinators;
- Maintaining ongoing communication to monitor progress;
- Submitting interim activity and expenditure reports to DOH.

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ATTACHMENT C

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

The request for this exemption is being submitted for the following reasons: First, Hawaii Public Health Institute dba The Coalition for a Tobacco-Free Hawaii/Healthy Communities Hawaii (HPHI) is the only independent organization in the State that has organized efforts at the community level to reduce tobacco use. Three other associations work in the area of tobacco control to a lesser degree. Second, each of these associations has been contacted and only HPHI is willing to participate. Third, HPHI will contribute funds to the project and partner with the Department of Health in the spending of the total fund. Thus, this exemption will increase the amount of the total fund and increase the efficiency of its use.