



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

**Received by
State Procurement Office
08/05/2016**

TO: Chief Procurement Officer

FROM: Child and Adolescent Mental Health Division
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:

CAMHD's Project Laulima seeks to complete a training program focused on developing the expertise of those within Hawaii's child-serving system who serve children and youth with co-occurring mental health needs and intellectual or developmental disabilities. The Center for START Services ("START") at the Institute on Disability/UCED at the University of New Hampshire is a national initiative that works to strengthen efficiencies and service outcomes for individuals with intellectual and developmental disabilities (IDD) and mental health needs. The START training for Hawaii shall focus on providing requisite expertise to serve children in this population. This training program helps to better understand the needs of children and youth in this population and provides the skills to better build sustainable capacity within Hawaii's child-serving system. Project Laulima seeks to complete the second half of START training program and complete the certification of the original participants.

2. Vendor/Contractor/Service Provider	UNIVERSITY SYSTEM OF NEW HAMPSHIRE DBA UNH, Institute on Disability	3. Amount of Request: \$ 49,917.00
4. Term of Contract From: 9/1/2016 To: 3/31/2017	5. Prior SPO-007, Procurement Exemption (PE):	

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

The original contract was issued as a Contract Exempt from Chapter 103D, HRS, pursuant to section 3-120-4(3), HAR to provide the training for certification in the START Services. Participants completed the first half of the program between December 2015 and March 2016 at the University of New Hampshire's Center for START Services and then it was determined that the Contract did not qualify as exempt training so the contract was stopped and closed out through a procurement violation. But we still need to finish the program to receive certification and begin to develop local START Services skills. The original training completed is not transferable to any other program and unless we complete the training the initial \$50,000 training expense would be wasted. START Services is willing to credit the completion of the first half of the training and provide the remainder of the training at the prorated cost of the second half of the training. After this certification program is complete, there will be more service providers who are equipped to serve youth in this population as well as their families and will have access to Start resource in the future..

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

The Center for START Services was initially recommended for training and technical assistance needs when Project Laulima attended national conferences for individuals with intellectual and developmental disabilities (IDD) and mental health needs. There are no other organizations, on the mainland or in the state of Hawaii, that trains to serves this specific population. Project Laulima contacted the Center and requested to enroll in the program to certify Hawaii service providers that work with this population. This training was made available to both CAMHD personnel and local Hawaii providers that desired to work with this category of special needs clients. This initial training was halted when it was decided the contract did not qualify as an Contract Exempt from Chapter 103D, HRS, pursuant to section 3-120-4(3), HAR. At that time a Procurement Violation was claimed and the vendor was paid for the first half of the certification process. Project Laulima is requesting exemption approval to complete the last half of the certification training under the original training program with the agreement of the Center for START Services that will allow full credit for the first half of the required training.

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
John MacDonald*	CAMHD	808-733-9338	john.macdonald@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

AUG - 5 2016

Date

For Chief Procurement Officer Use Only

8/8/2016

Date Notice Posted: _____

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:

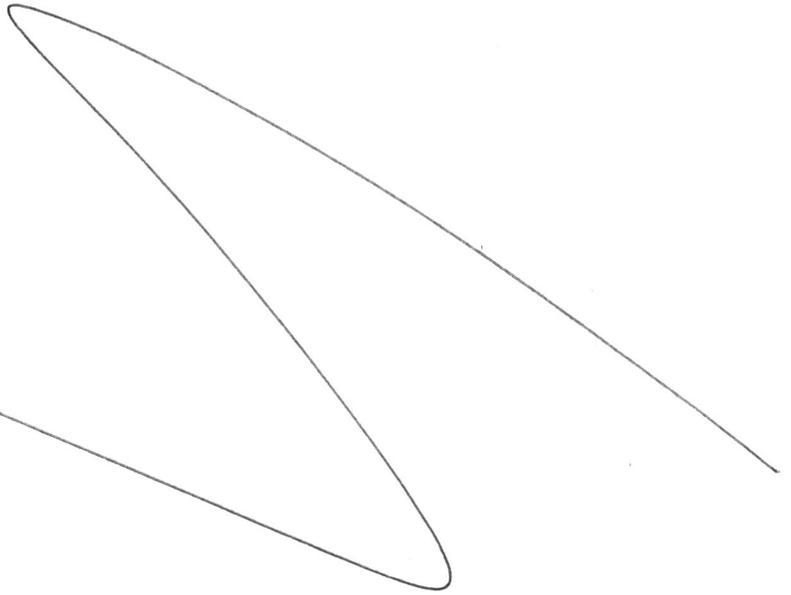
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 9/1/2016 to 3/31/2017 and is based on the department's determination that the University of New Hampshire, Institute on Disability is the single vendor able to provide the 2nd half of the START training certification program. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (e.g., vendor is required to show 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 HCE certificate and awards posting are required to be documented in the procurement/contract File.

If there are any quetions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

JMS



Approved

Disapproved

No Action Required

[Handwritten Signature]

8/17/16

Chief Procurement Officer Signature

Date