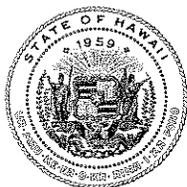


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# STATE PROCUREMENT OFFICE NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

1. TO: Chief Procurement Officer  
2. FROM: Dept. of Health, Adult Mental Health Division *any*

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:  
Evaluation of the Adult Mental Health Division's (AMHD) Quality Management Program (QMP). The services will include assessing: 1) the implementation of the QMP; 2) committee participant satisfaction with the implementation process; 3) committee functions, actions, and follow-up to meet the QMP goals; 4) coordination of activities to meet the challenges of the QMP; and 5) outcomes of the QMP process including strengths, opportunities, and barriers.

4. Name of Vendor: H & K Consulting  
Address: 4933 Turtle Creek Trail  
Oldsmar, Florida 34677

5. Price:  
\$24,850

6. Term of Contract: From: upon CPO approval To: 6/30/06

7. Prior Exemption Ref. No.  
06-06-C

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:  
AMHD is under a court order to implement the Plan for Community Mental Health Services (Community Plan) and the related AMHD Action Plan for Compliance with the Community Plan (Action Plan) by June 30, 2006. One of the activities in the Action Plan is to evaluate AMHD's Quality Management Program (QMP) and update the QMP, if necessary, by June 15, 2006. AMHD has not been able to recruit for and retain key staff that had been planned to evaluate the QMP. The time constraints imposed by the U.S. District Court make it not practicable to procure these services by competitive means.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
AMHD has identified a vendor with specialized knowledge of quality management programs due to its many years of experience as a national consultant for health care programs. This vendor has also previously provided similar technical assistance to another division in the Department of Health with a successful outcome in a short time frame. The vendor is also familiar with AMHD's organization and current QMP due to its provision of technical assistance to AMHD in the past and is available to start work immediately.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
The procurement of the evaluation services will be conducted under the supervision of the AMHD Chief and is subject to his final approval.

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)**

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Thomas W. Hester, M.D.	AMHD Chief	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Helene Jo	AMHD Quality Improvement Administrator	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Amy Yamaguchi	AMHD Public Health Administrative Officer	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to: Department: Dept. of Health, Adult Mental Health Division  
 Contact Name: Amy Yamaguchi  
 Phone Number: (808) 586-4681  
 Fax Number: (808) 586-4745

Agency shall ensure adherence to applicable administrative and statutory requirements

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

Department Head 

MAY 12 2006  
 Date

Reserved for SPO Use Only	
15. Date Notice Posted	<u>5/16/06</u>
The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to: Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119	
Chief Procurement Officer's comments: We are returning this request without action since the cost does not exceed \$25,000. Small purchase procedures should be used to procure these services.	

16.  APPROVED  DISAPPROVED

NAR  
  
 Chief Procurement Officer Date 5/19/06