



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

1. TO: Chief Procurement Officer
2. FROM: Health/Child and Adolescent Mental Health Division

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:
 Technical Assistance intervention to improve residential services in a limited number of targeted programs. Over the course of 21 months, three Positive Alternative Teams "PATs" will be formed to work with up to six CAMHD contracted agencies that provide hospital or community-based residential care to the general CAMHD population. Agencies will participate two at a time for each of three seven-month cycles. Each PAT will consist of the CAMHD grant project psychologist and one member from each of the two contracted participating provider agencies.

Participation in the PAT intervention will require that each agency commit a considerable amount of staff time and other resources to the project. Grant funding has been budgeted for PAT members' travel expenses and to provide stipends to reimburse agencies for time spent by their PAT member directly on team activities..

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| 4. Name of Vendor: Multiple Providers Address: Multiple Providers | 5. Price: \$ Multiple Est. 75,000 |
| 6. Term of Contract: <i>Upon CPO Approval</i> From: <u>05-01-06</u> To: 9-30-07 | 7. Prior Exemption Ref. No. 0 |

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:
 The CAMHD was awarded "Alternative to Restraint and Seclusion" Grant No. 5KDI SM56497, to reduce the use of restraint and seclusion to the lowest possible levels. The PAT intervention is one components of the federally grant-funded project, which requires providing interventions to four to six agencies. It is not advantageous to procure the service of funding PAT member stipends by competitive means because there is a limited pool of agencies that can meet the grant requirements. Five agencies have been recruited for participation, and they are the only ones available that meet criteria (outlined below). All the agencies that are eligible to participate per the grant requirements are included, the agencies that have the greatest potential to change a high-risk practices are included, and there is no advantage, nor is it practical to procure 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:
 The Project team used the following three criteria to select five contracted programs for PAT intervention: 1) Whether or not the agency has an existing contract for Community-based Residential (CBR) or Hospital-Based Residential (HBR) Services with CAMHD. Currently there are only six CBR and one HBR agency to which this definition applies. One of the six CBRs will no longer provide services after July 1, 2006. 2) Whether the CBR or HBR program has had a high level of restraint and seclusion events, as the target intervention is to reduce these events, and the use of restraints and seclusions presents a risk to the State. Of the five eligible CBR programs only one falls into this category, thus the two priority agencies (1 CBR and 1 HBR) are chosen by this means. 3) Agencies that provide services to the largest number of youth. Of the remaining four agencies, three fall into this category because they serve more than 12 youth at a time.

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 Oversight of this exempted procurement shall be shared among:
 1. Clinical Services Office, to make recommendations of contracted agencies' participation;
 2. Contract Management Section to assure providers are currently contracted with the CAMHD providers; and
 3. Fiscal to review for appropriateness and accuracy of billing.

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 | |
|-----------------------|-----------------------|--|--|
| Lesley Slavin, PhD | Behavioral Specialist | <input checked="" type="checkbox"/> Approval | <input checked="" type="checkbox"/> Administration |
| T.Orvin Fillman, DrPH | PHAO | <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 |
| | | <input type="checkbox"/> Approval | <input type="checkbox"/> Administration |

13. Direct inquiries to: Department: Department of Health
 Contact Name: T.Orvin Fillman
 Phone Number: 733-4210
 Fax Number: 733-9207

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.*

Michelle R. Hill for Director Fukano
 Department Head

June 6, 2006
 Date

Reserved for SPO Use Only

15. Date Notice Posted 6/9/06

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

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

Chief Procurement Officer's comments:

This approval is for the solicitation process only, section 103D-310(c), HRS, and section 3-122-112, HAR, shall apply.

16.



APPROVED



DISAPPROVED

Alan S. Fujita
Chief Procurement Officer

6/19/05
Date