



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

- 1. TO: Chief Procurement Officer
- 2. FROM: Director of Health, Family Health Services Division/MCHB/HS

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:  
 Coaching of Home Visitors to increase service fidelity to home visiting protocols, and increase achievement of desired outcomes for families. Current Healthy Start (HS) program resources for supervision of home visitors are not adequate to assure consistent monitoring of adherence to this Centers for Disease Control (CDC) research study protocol.

4. Name of Vendor: Johns Hopkins University Address: Reed Hall, Rm 204 1620 McElderry St Baltimore, MD 21205	5. Price: \$81,036.00
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6. Term of Contract: <i>upon CPO Approval</i> From: <del>4/0/2007</del> <i>ct</i> To: 6/2009	7. Prior Exemption Ref. No.
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8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:  
 In 2004, the CDC funded a five-year collaborative project of the Hawaii State Department of Health and Johns Hopkins University (JHU) - Hawaii. The project has progressed well and is in the experimental design phase which requires testing quality and outcomes in three groups. Funding from the CDC is adequate to complete the project, except for resources needed for the third experimental group. Based on a previous pilot phase of the project, it was determined that the HS Program's supervisors were unable to monitor home visitor performance for the project. This supervision or coaching must be done by individuals trained in the project's Family Thriving Protocol. It would not be feasible to procure competitively for this coaching service due to the specific skills required and the historical relationship the individuals have with the specific project and with the HS home visitors. Coaching is a service to the (HS) vendors/home visitors.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
 JHU Hawaii is the principal investigator and started this CDC funded project in 2004. Competitively procuring these services to complete the project would void the work that has been completed since 2004. JHU is requesting funding for home visitor training and coaching for the third experimental group in this last phase of the project.

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
 Maternal and Child Health Branch (MCHB) meets quarterly with current providers/vendors and JHU. JHU provides status updates on this project. Feedback from providers has also been positive regarding the skills home visitors are receiving through this project. MCHB will receive written quarterly reports on coaching activities: number of home visitors observed, results of actions taken to improve home visitor skills.

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	
Cynthia Jean Goto, M.D.	Interim Chief, MCHB	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Helene Kaiwi	Supervisor, FCSS, MCHB	<input checked="" 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
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to: Department: Health  
 Contact Name: Helene Kaiwi  
 Phone Number: 733-9094  
 Fax Number: 733-9078

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  **Chiyome Leinaala Fukino, M.D.** Date OCT 29 2007

Reserved for SPO Use Only

15. Date Notice Posted 10/31/07

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:

16.



APPROVED



DISAPPROVED



NO ACTION REQUIRED

Adrian S. Fyfe 11/9/07  
Chief Procurement Officer Date