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

1. TO: Chief Procurement Officer

2. FROM: Health/Disease Outbreak Control Division (DOCD)

Handwritten signature

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:

Temporary staffing (personal) services to increase the capacity of DOCD's response efforts to the H1N1 pandemic. Services may include, but are not limited to:

- Courier
Data Entry
General Clerical
Logistics
Vaccine Distribution and Administration

4. Name of Vendor: Various

Address:

5. Price:

\$600,000.00

6. Term of Contract: From: 10/1/2009 To: 3/31/2010

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: It is not practical to contract for these services as these services are required immediately to facilitate the state's response. The Centers for Disease Control and Prevention recently awarded Hawaii \$8 million to rapidly implement a H1N1 mass vaccination campaign. It is anticipated that the first H1N1 vaccine will be delivered to Hawaii in late September 2009. The Department of Health has been tasked with distributing the vaccine statewide to vaccinate all priority groups as soon as possible. Influenza kills approximately 36,000 people in the U.S. each year with flu activity peaking during the winter months. Therefore, to maximize the effectiveness of the vaccine and to decrease the morbidity and mortality from H1N1, it is critical to distribute and administer as much vaccine as soon as it is available. This exemption will allow us to procure the services from available staffing agencies or individuals as needed to respond to this public health emergency.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: DOCD will follow small purchase and HePS procurement rules and request quotes from vendors whenever practical to do so. DOCD will compile a list of vendors providing temporary staffing services and will make an effort to contact each of them when soliciting services. Vendors will be selected based on price competition and ability to provide the services in the required time frame. If one vendor is unable to provide the services needed, multiple vendors will be awarded until all needs are met.

10. A description of the agency's internal controls and approval requirements for the exempted procurement: DOCD staff authorized to make the vendor selection will, with their supervisor's approval, select the provider as described above.

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
Kari Rachlin	DOCD/BT Fiscal Specialist	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Tammie Wong	DOCD/BT Accountant	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Steve Sakamoto	DOCD/BT Info Tech Specialist	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Vacant	DOCD/BT Senior Planner	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Carl Chu	DOCD/Pharmacist	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: Health/DOCD Contact Name: Kari Rachlin Phone Number: 587-6848 Fax Number: 587-6885
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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

SEP 29 2009

 Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>10/07/09</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: <p align="center"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p>	
Chief Procurement Officer's comments: This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. Department is reminded that procurements \$2,500 or more are required to be posted on the Procurement Reporting System.	

16. **APPROVED** **DISAPPROVED** **NO ACTION REQUIRED**



 Chief Procurement Officer Date 11/4/09