

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

To: Chief Procurement Officer

From: Department of Health / Community Health Division / Public Health Nursing Branch
Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):
 Skilled Nursing Services for the Medically Fragile Students in the Public Schools
 The Department of Health (DOH), Community Health Division, Public Health Nursing Branch (PHNB) has a Memorandum of Agreement with Department of Education (DOE) for PHNB to provide skilled nursing services to eligible students with complex medically fragile medical conditions attending the public schools. The PHNB currently has a 103F contract with BCP, Inc dba Nursefinders of Hawaii, to provide skilled nursing services statewide when PHNB is unable provide these services. Currently, there is a student with a medically fragile condition, who attends a public school in the remote, isolated geographic area of Kohala District, Hawaii where PHNB or Nursefinders do not have the adequate staffing to provide the skilled nursing services so this child can attend school every day.

Provider Name: See Attachment I.	Total Contract Funds: 50,000	Term of Contract:
Provider Address: See Attachment I	Contract Funds per Year (as applicable). NA	From: 08/01/06 To: 06/30/07

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
 Procurement by competitive means is not practicable for this particular situation due to the remote location of the school and for whom the skilled nursing services are provided to one medically fragile student. Provision of the skilled nursing services is critical so this student can attend school; thereby, having the State be in compliance with Individuals with Disabilities Education Act (IDEA) PartB.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:
 The PHNB have contacted all available providers of skilled nursing services in the area for hourly quotes for RPN's and LPN's.

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A description of the state agency's internal controls and approval requirements for the exempted procurement:
 The nurse supervisor for each area school reviews each time sheet and endorses if correct. The time sheets are then sent to the service provider and the provider sends an invoice with a copy of each time sheet to Public Health Nursing Branch for collection. The Account Clerk III reviews each time sheet for proper endorsement, hours and rate and compares it with the invoice. If all aspects of the time sheets and invoice is correct, with the approval of the branch chief the invoices will be sent to Administrative Services Office/pre-audit for payment.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:
 Wayne Kotaki, Public Health Administrative Officer; Judith Akamine, Public Health Nursing Supervisor Hawaii Section; Ruth Ota, Chief Public Health Nursing Branch; Barbara Yamashita, Chief Community Health Division; Susan Jackson, Deputy Director of Health; Ann Kinningham, Chief Administrative Services Office; and Chiyome Leinaala Fukino, M.D., Director of Health.

Direct questions to (name & position): Ruth Ota, Public Health Nursing Branch Chief	Phone number: 586-4619	e-mail address: rkota@doh.hawaii.gov
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This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes No

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



Department Head Signature
 for
 Chiyome Leinaala Fukino, M.D.

Typed Name

AUG - 4 2006

Date
 Director of Health

Position Title

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

Approved Denied

_____ *Chief Procurement Officer* _____ *Date*

cc: Administrator
 State Procurement Office

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Attachment I

Provider Name:

Kohala Home Health Care of North Hawaii Community Hospital

Provider Address:

67-1125 Mamalahoa Hwy., Kamuela, Hawaii 96743

Please note: Due to the length of the name and address the format would be changed if inserted into the form.

State of Hawaii
Notice of Request for Exemption from Chapter 103F, HRS

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted on page two of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Aaron Fujioka, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.