

STATE OF HAWAII  
**NOTICE OF AND REQUEST FOR  
 RESTRICTIVE PURCHASE OF SERVICE  
 PURSUANT TO §103F-403, HRS**

To: Chief Procurement Officer

From: Director of Health/Family Health Services Division/Maternal & Child Health  
 Branch

*Department/Division/Branch or Office*

Pursuant to §103F-403, HRS, and Chapter 3-144, HAR, the department head has made a determination that an adequate basis for a restrictive purchase of services exists and requests approval to make a restrictive purchase for the following:

1.	Title and description of health and human service(s):	This service is for the Hawaii Community Foundation (HCF) to administer the grantmaking and distribution of funds received by the Department of Health, Maternal and Child Health Branch (DOH-MCHB) from the 2008 Federal Community Based Child Abuse Prevention (CBCAP) grant through the Hawaii Children's Trust Fund (HCTF) as directed by HRS 350B.		
2.	Provider Name and Address:	Hawaii Community Foundation 1164 Bishop Street, Suite 800 Honolulu, Hawaii 96813		
3.	Total Contract Funds:	\$500,000		
	Contract Funds per Year (if applicable):	\$166,666		
4.	RH No. of Previous Request for this Service (if applicable)	07-07		
5.	Term of Contract:	Start:	07/01/2008	End: 06/30/2012 (upon approval)
	<p>If the contract term is longer than 1 year, provide justification for the extended term:          The DOH-MCHB seeks to align their contract with the HCF to the CBCAP grant award structure.</p> <p>The federal CBCAP Grant supports community based efforts to prevent child abuse. Community grantmaking is recognized by the CBCAP program as a strategy for fulfilling its intent. CBCAP funds are received annually and allow three years to obligate awarded money, and an additional year to liquidate funds.</p> <p>The HCTF was created by Hawaii Revised Statute HRS 350B, to assure the State of Hawaii eligibility to receive funds from the Child Abuse Federal Challenge Grant, now titled the CBCAP grant. Upon the receipt of each year's award, the DOH-MCHB allocates a portion of CBCAP funds for grantmaking through the HCTF whose fiscal agent is the HCF. The HCTF allows up to three years for each community grantmaking cycle with an additional year for the request for proposal, review and evaluation process.</p>			

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6. Describe the circumstances justifying a restrictive purchase:

HRS 350B names the legal members of the HCTF Partnership. The DOH is named as the lead agency for the public sector and HRS §350B-2 (b), states that the Hawaii Community Foundation shall have the responsibility for the expenditure of moneys from the Hawaii Children's Trust Fund.

The DOH seeks to meet the intent of HRS 350B that authorizes the public and private sectors to work together in securing funds for the HCTF. In the absence of State appropriations, the DOH, as the lead public sector agency of the HCTF partnership, fulfills the State of Hawaii's responsibility by seeking and allocating federal CBCAP funds to the HCTF.

The Hawaii Community Foundation (HCF) is one of the oldest and largest community foundations in the nation with charitable assets of \$388 million. It is because of HCF's established history as a statewide charitable and grantmaking institution that they were named in HRS 350B as the fiscal agent for the HCTF.

7. Describe the efforts and results in determining that this is the sole provider who can render services. Include approximate dates:

With respect to the legal constraints imposed by HRS 350B, the DOH recognizes that to fulfill its legislative role as the public sector partner of the HCTF it must contract with the HCF for community grantmaking.

8. List state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Chief, Maternal & Child Health Branch  
Family & Community Support Section Supervisor, Maternal & Child Health Branch  
Public Health Administrative Officer, Maternal & Child Health Branch  
Accountant, Maternal & Child Health Branch  
Public Health Administrative Officer, Family Health Services Division  
Accountant, Family Health Services Division

9. Direct questions to (name & position): Lori E. Kamemoto, M.D., M.P.H., F.A.C.O.G.  
Chief, Maternal & Child Health Branch

Phone number: (808) 733-9022

e-mail address: lori.kamemoto@doh.hawaii.gov

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

  
Department Head Signature

MAR 19 2008  
Date

Chiyome L. Fukino, M.D.  
Typed Name

**NOTICE**

Pursuant to §103F-403, Hawaii Revised Statutes and Chapter 3-144, Hawaii Administrative Rules, the aforementioned purchasing agency has submitted a request to the chief procurement officer for a restrictive purchase of service for health and human services, and if approved, intends to purchase the service without issuing a request for proposals.

Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Statutes and Rules* and *Procurement of Health and Human Services*. Protests shall be hand delivered or postmarked by United States Postal Service within seven (7) days after the date this notice is first published on the internet. If hand delivered it must be submitted by 4:30 PM, Hawaii Standard Time, within seven days after day this notice is first published. Protests must be submitted to the following procurement officer **and** head of the purchasing agency:

***Procurement Officer for this Procurement***

Lori E. Kamemoto, M.D., M.P.H., F.A.C.O.G.  
Department of Health  
Maternal & Child Health Branch  
3652 Kilauea Avenue  
Honolulu, Hawaii 96816

***Head of Purchasing Agency***

Chiyome L. Fukino, M.D.  
Department of Health  
1250 Punchbowl Street, Room 326  
Honolulu, Hawaii 96813

Protest forms and instructions are on the web at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Health and Human Services, Chapter 103F...* and *Forms for Private Providers*. Questions should be directed to the contact person noted in item 9 of the request.

Published: MAR 31 2008

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**FOR CHIEF PROCUREMENT OFFICER USE ONLY**

Chief Procurement Officer's Comments:

APPROVED     DISAPPROVED     NO ACTION

  
Chief Procurement Officer Signature

4/8/08  
Date

Please ensure adherence to applicable administrative requirements.

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Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at <http://www.spo.hawaii.gov/>, click "Statutes and Rules," then "Procurement of Health and Human Services." Protests shall be hand delivered or postmarked by United States Postal Service within seven days after the date this notice is first published on the Internet. If hand delivered, it must be submitted by 4:30 p.m., Hawaii Standard Time, within seven days from the date this notice is first published. Protests must be submitted to the procurement officer and head of the purchasing agency as specified in the request. Protest forms and instructions are on the web at <http://www.spo.hawaii.gov/>, click on "Health and Human Services, Chapter 103F...", then "Forms for Private Providers." Questions should be directed to the contact person noted in item 9 of the request.