

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

'08 JUN 26 P 3:24

To: Chief Procurement Officer

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

From: DHS BESSD ECCPO
Department/Division/Branch or Office

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

1. Title and description of health and human service(s):	
Application and Child Care Subsidy processing to benefit eligible children using DHS rules. Subsidies help families to pay for a school readiness experience in a preschool for a school year prior to the children entering Kindergarten. Services include promoting the Preschool Open Doors program Statewide to families with four year old children, and three year old children with special needs.	
2. Provider Name and Address:	ARBOR E&T 901 S. Mopac Expwy, Bldg. II, Suite 450 Austin TX 78746
3. Total Contract Funds:	\$101,682
Contract Funds per Year (if applicable):	\$0
4. Reference number of Previous Request for this Service (if applicable):	
5. Term of Contract:	Start: 07/26/08 End: 11/30/08
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:	
<p>Maximus, Inc., the current Contractor, in a notice dated June 18, 2008, stated it is unwilling to agree to all the General Conditions as written by the Department of the Attorney General for the Fiscal Year 09, but is willing to extend its support of the program until July 25, 2008 to transition the services. Maximus' failure to extend the contract leaves DHS with no time to timely procure the service with an RFP process for the fiscal year 7/1/08 - 6/30/09, and leaves the POD program in limbo during a time that applications are reviewed to determine which children are approved to attend a preschool for the next school year (starting either in August or September 2008.)</p> <p>DHS has published an RFI for this service on the SPO website, drafted an RFP that is being reviewed by the office of the DHS Director, and intends to solicit proposals for the service via the Ch. 103F process, and have a new contract in place by December 1, 2008. In the interim, ARBOR E&T staff can immediately fill in to provide the POD services without interruption to the existing clients and new applicants under the terms of the original RFP #HMS 302-04-03-S PRESCHOOL OPEN DOORS (POD) CHILD CARE SERVICES. ARBOR E&T, LLC is a Contractor that currently operates the DHS federally-funded child care services program, and has staff already trained in the DHS child care rules and electronic system of issuing proper payments to eligible families. The office space and equipment to operate the POD program already exists, and is available in a State building.</p>	

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7.	Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable: There were no other appropriate proposals for the Preschool Open Doors competitive procurement in RFP #HMS 302-04-03-S that was originally awarded to Maximus in 2004. In November 2007, ARBOR E&T was awarded a DHS contract, solicited via a Ch. 103F competitive procurement method in RFP #HMS 305-08-02-S, to promote a separate DHS child care services program, process child care applications, interview clients, determine eligibility, and issue the proper amounts of federally-funded child care payments. ARBOR E&T has staff already trained by DHS BESSD in the DHS child care services rules and DHS electronic system to process the DHS child care payments, and currently operates this program.
8.	Describe the state agency's internal controls and approval requirements for the exempted procurement: The process involves following the terms of the RFP #HMS 302-04-03-S. DHS already has policies and procedures for soliciting and awarding services, and adheres to the SPO process.
9.	List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract: Ethel Fleming, Child Care Program Specialist, Scott Nakasone, Acting ECCPO Supervisor, Pankaj Bhanot, Acting Assistant BESSD Administrator
10.	Direct questions to (name & position): Ethel Fleming <i>EB</i> Phone number: 586-0978 e-mail address: efleming@dhs.hawaii.gov

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


Department Head Signature 06/25/08
Date
LILLIAN B. KOLLER
Typed Name

NOTICE

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 in item 10 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.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

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APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer Signature

7/7/08
Date

Please ensure adherence to applicable administrative requirements.