

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

13OCT'08 AM 10:42 SPO-4

To: Chief Procurement Officer

From: Health/Disease Outbreak Control Division *MB*

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):
Nursing services for the statewide School-Based Influenza Immunization Program (Program) clinics on an as needed basis. Staffing requirements may include Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants, and Medical Assistants.

The provider will be required to fill immediate staffing vacancies which may include clinic manager, vaccinator, and registration personnel.
2. Provider Name and Address: To Be Determined
(various temporary staffing services - statewide)
3. Total Contract Funds: \$25,000
Contract Funds per Year (if applicable):
4. Reference number of Previous Request for this Service (if applicable):
5. Term of Contract: Start: 10/13/08
End: 12/19/08
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:
DOCD currently has a 103F Competitive Purchase of Services Contract with Na Kahu Malama Nurses (DOH ASO Log No. 08-078) to provide the required services throughout the state. However, after sending the clinic dates, times and staff required, the Contractor informed us that they were unable to fill all the slots. The gaps are primarily on the neighbor islands, more specifically Maui and West Hawaii. This exemption request is to obtain approval for DOCD to procure outside of the existing contract with Na Kahu Malama Nurses in cases where the Contractor is unable to fulfill the staffing requirements of DOCD. The Contractor will notify DOCD in writing of the date, time and staff slots for which they are unable to fill. DOCD will contact local temporary staffing service companies to acquire staff to fill those specified gaps. Staffing requirements are usually short notice when Na Kahu Malama Nurses is unable to fill a clinic or if their staff cancel. Due to the short turn-around time, it is not practicable, nor advantageous to procure by competitive means.
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:
DOCD will follow Small Purchase guidelines when contacting temporary staffing service companies in obtaining staff to fill the needed clinic positions. To locate potential providers of this service, DOCD will search the yellow pages and internet.

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8. Describe the state agency's internal controls and approval requirements for the exempted procurement: Potential vendors will be evaluated against the required criteria as stated in the original request for proposal for the services as it relates to the specific role that they will have in the clinic. Before a request for exemption is made, a thorough evaluation by the Contract Manager and Fiscal Specialist is done to determine the appropriate procurement method through consultation with the DOH Administrative Services Office. After determining that a request for exemption is the only available option, the staff member in charge of the project prepares the request. The exemption is reviewed at several levels to ensure that the process is fair and achieves the objectives stated.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:
 Sarah Y. Park, MD, FAAP, State Epidemiologist, Division Chief, DOCD
 Carl Chu, PharmD, Pharmacist II, Immunization Branch
 Kari Rachlin, BTP Fiscal Specialist, BT Branch

10. Direct questions to (name & position): Kari Rachlin, BTP Fiscal Specialist
 Phone number: 587-6848
 e-mail address: kari.rachlin@doh.hawaii.gov

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


 Department Head Signature
 Chiyome Leinaala Fukino, MD
 Typed Name

OCT 13 2008
 Date

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:

When Na Kahu Malama Nurses cannot fulfill temporary staffing requirements as contracted, DOH, DOCD shall follow small purchase procedures, Hawaii Administrative Rules (HAR) §3-146-204(a)(1), to fill the needed clinic positions for the statewide School-Based Influenza Immunization Program. When award to the lowest responsive, responsible provider or when the minimum quotations are not obtained, DOCD shall comply with HAR §3-122-75(d) and (e).

APPROVED DISAPPROVED NO ACTION


 Chief Procurement Officer Signature

10/22/08
 Date

Please ensure adherence to applicable administrative requirements.