

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

To: Chief Procurement Officer

15OCT'08 AM 9:15 SPO-R

From: Department of Health/Adult Mental Health Division *aj*
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):	
Provision of a supervised, structured day program including center and community-based recreational activities for a brain injured individual. The day program services include all activity supplies, admission fees, lunch, snacks, and transportation.	
2. Provider Name and Address:	Special Education Center of Hawaii (SECOH) 708 Palekaua Street Honolulu, Hawaii 96816
3. Total Contract Funds:	\$36,000
Contract Funds per Year (if applicable):	
4. Reference number of Previous Request for this Service (if applicable):	
5. Term of Contract:	Start: 11/1/08 End: 10/31/09
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:	
Procurement by competitive means is not practicable because the provider is the only organization that the individual's case manager has been able to identify who is willing and capable of providing services to the individual. As a result of a settlement agreement entered into in the United States District Court, although the Adult Mental Health Division (AMHD) disputes the individual's eligibility for AMHD services, AMHD has agreed to provide this individual with adult day program services as long as the individual is capable of receiving such services.	
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:	
The individual's case manager and AMHD staff have searched for adult day programs that are willing and able to provide services to a brain injured individual. Goodwill Industries provided services to the individual for two months, but finally acknowledged that their staff lacked the experience and confidence in working with individuals with a brain injury.	

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After leaving Goodwill, the the individual's case manager took approximately five months to find another adult day program, SECOH, that would accept a brain injured individual. During these five months, the individual did not receive any day program services.

Initially, it was projected that the cost for the adult day program services would not exceed \$25,000. However, due to the nature of the individual and the services needed, it is anticipated that this procurement will not be a small purchase. Therefore, an exemption from Chapter 103F is being requested.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:

Service and administrative requirements of the contract will be monitored through AMHD's oversight and monitoring processes.

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

Michelle R. Hill, Deputy Director for Behavioral Health
Brian Higgins, AMHD Chief Financial Officer
Amy Yamaguchi, AMHD Public Health Administrative Officer (PHAO)
Linda Appel, AMHD Oahu Service Area Administrator

10. Direct questions to (name & position):	Amy Yamaguchi, PHAO
Phone number:	808-586-4681
e-mail address:	amy.yamaguchi@doh.hawaii.gov

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



Department Head Signature

OCT 14 2008

Date

Chiyome Leinaala Fukino, M.D.

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.

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FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer Signature

10/27/08
Date

Please ensure adherence to applicable administrative requirements.