STATE OF HAWAII

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

[illegible]08 PM 12:46 SPO-H

To: Chief Procurement Officer

From: Department of Human Services, BESSD - Food Stamp Program
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):
The Food Stamp Program would like to increase the statewide food stamp participation by contracting with all qualified non-government providers to provide Food Stamp outreach services to potentially eligible food stamp populations and participate in the USDA Outreach reimbursement program.

2. Provider Name and Address: Various

3. Total Contract Funds: $100,000
Contract Funds per Year (if applicable):
This is a reimbursement program and Federal funding is provided only if costs meet Federal regulations

4. Reference number of Previous Request for this Service (if applicable):

5. Term of Contract: Start: Upon approval
End: 9/30/09

6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:
. The Outreach Program under USDA,FNS is a non competitive program. Projects need not compete to obtain federal matched funds, however, outreach expenses incurred by projects must be allowable and reasonable and meet FNS Outreach Guidance rules. Agencies must provide all necessary program plan and budget information to establish that project cost and activities meet Federal requirements. Outreach Plan budget funds are available on a Federal fiscal year basis, October 1,2009 through September 30,2009 of every year. The State must submit a compiled Outreach Plan to FNS for review and approval of plan and federal reimbursement. Once the State's Outreach Plan is approved by FNS, projects will receive reimbursement for allowable expenditures incurred for the Federal fiscal year the project was given approval for.

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 Food Stamp Outreach Program is an ongoing program with continuous annual recruitment based on availability of Federal funds. The Food Stamp Program will render providers eligible by inviting them to participate in the Outreach Program through the Request For Information (RFI) process. An RFI will be posted for FFY 2009 to solicit qualifying agencies to submit information regarding their program. Any organization and agency is invited to particpate in this federal reimbursement program as long as they meet the Federal Outreach Guidance requirements. The Outreach Guidance can e found at http://fns.usda.gov/fsp/outreach/stateplan.htm

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8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
The State Food Stamp Agency may conduct outreach activities on its own or hire a contractor(s) to conduct the activities. If contractor is used, the contractor must bill the State agency according to the terms of the contract and FNS will reimburse 50 percent of the State outlay. Expenditures are reimbursed during the Federal fiscal year in which they were obligated. OMB regulations, Departmental rules and the FSP rules define what costs are allowable. FNS must approve the State Agency's Plan prior to Federal funds being made available for reimbursement through the State Agency. If FNS determines that changes to the Outreach Plan are needed before final approval can be granted, the Food Stamp Program must incorporate these changes into the Outreach Plan or funds may be denied. Expenditure reports and year end plan reports must be compiled by the contractors and sent to the State Agency. A compiled year end report is due to FNS by the State Agency following the completion of the Plan Year.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:
The Food Stamp Program Administrator will be responsible for oversight of the approval process and administration of the contract.

10. Direct question s to (name & position): Pamela Higa, Program Specialist

Phone number: (808) 586-5728

e-mail address: phiga@dhs.hawaii.gov

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

Lillian B. Koller 10/13/08
Department Head Signature *Date*

Lillian B. Koller, Director
Typed Name

PB 9/15

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:

☒ **APPROVED** ☐ **DISAPPROVED** ☐ **NO ACTION**

SPO-H 150 (Rev. 9/06)

PEH No. 09-15

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Chief Procurement Officer Signature	11/13/08 *Date*

Please ensure adherence to applicable administrative requirements.