

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

09 APR -2 A9:21

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: **DHS BESSD CCPO**

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):	
Pre-Plus Preschool Services for Hawaii. This contract allows a child care service provider to use a portable preschool facility at Moutain View Elementary School, rent free, for the purpose of operating a quality preschool program for low income children, and preparing them for a successful transition into the public school Kindergarten.	
2. Provider Name and Address:	Community Development Institute Head Start PO Box 1417 47 Rainbow Drive, Hilo, Hawaii 96720
3. Total Contract Funds:	\$0
Contract Funds per Year (if applicable):	\$0
4. Reference number of Previous Request for this Service (if applicable):	
5. Term of Contract:	Start: 04/01/09 End: 6/30/09

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6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:

The Hawaii County Economic Opportunity Council (HCEOC) has relinquished the Head Start Program to Community Development Institute (CDI) effective close of business, March 31, 2009, and submitted to Lillian Koller, Director of the Department Human Services, a letter dated March 20, 2009 requesting termination of contract DHS-04-BESSD-1915. The contract period was to expire on June 30, 2009. HCEOC is in the process of transferring all their Head Start Program contracts including inventory and lease/space agreements to CDI. The contract to operate Mt. View Pre-Plus is one of the contracts they propose transferring. HCEOC's failure to continue the contract for preschool services at Mt. View Pre-Plus will require closing the facility and terminating services to twenty (20) children during the most critical months before transitioning into Kindergarten. CDI has offered to maintain operations without disruption to June 30, 2009 and has requested an interim contract for the period April 1, 2009 to June 30, 2009. Procurement by competitive means can not be achieved in time to prevent closure of this Pre-Plus preschool program in the interim three months.

CDI staff can immediately fill in to oversee the Mt. View Pre-Plus program and continue providing services to children and families, without interruption, under the terms of the original RFP #LTG-100-01: Pre-Plus Preschool Services issued October 12, 2001. CDI is a national interim contract manager for the Office of Head Start, and they plan to remain in Hawaii only until the Office of Head Start identifies a new, local, permanent grantee. CDI is a public charity under section 501 c (3).

DHS posted a Request For Proposals (RFP) (#HMS 302-09-1-S), for Pre-Plus Preschool Services - Statewide, on the SPO website on March 20, 2009 to solicit proposals via the Ch. 103F competitive procurement process for the period July 1, 2009 to June 30, 2010. The Mt. View Elementary School site is included in the RFP. The proposal submittal deadline is April 20, 2009 and the Notice of Statement of Findings and Decision is scheduled to be sent on or by May 1, 2009. DHS expects to have a new contract in place by July 1, 2009.

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 Pre-Plus Preschool Services competitive procurement in RFP #LTG-100-01 through which the Hawaii County Economic Opportunity Council, Inc. was awarded the contract to operate Mt. View Pre-Plus effective September 3, 2002.

The Hawaii County Economic Opportunity Council (HCEOC) has relinquished the Head Start Program to Community Development Institute (CDI) and is in the process of transferring all their contracts to them. CDI is a national interim contract manager for the Office of Head Start, and they plan to remain in Hawaii only until the Office of Head Start identifies a new, local, permanent grantee. CDI is a public charity under section 501 c (3). CDI intends to retain the current preschool staff and can immediately fill in to oversee the Mt. View Pre-Plus program and continue providing services to children and families, without interruption, under the terms of the original RFP #LTG-100-01: Pre-Plus Preschool Services issued October 12, 2001. No other provider would be authorized by the Office of Head Start to continue providing the current services, and other providers in the community would be able to initiate a new program at this Pre-Plus facility without extended disruption of services to the children.

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

The process involves following the terms of the RFP #LTG-100-01 and subsequent agreements awarded to HCEOC for this procurement. DHS already has policies and procedures for soliciting and awarding services, and adheres to the SPO process.

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9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract: Marja Leivo, Pre-Plus Coordinator, Julie Morita, Child Care Program Office Administrator, Pankaj Bhanot, Acting BESSD Administrator	
10. Direct questions to (name & position):	Marja Leivo
Phone number:	586-7112
e-mail address:	mleivo@dhs.hawaii.gov

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



Department Head Signature

04/01/09

Date

LILLIAN B. KOLLER

Typed Name

PB 3/25/09

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:

No action is required on this request. The department may utilize the provisions of HAR 3-143-505(c) to proceed with a substitute provider, which does not require SPO's approval.

APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer Signature

4/14/09

Date

Please ensure adherence to applicable administrative requirements.