

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

09 JUL 31 A9:35

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Martha T. Torney, Executive Director, Office of Youth Services, DHS
Department/Division/Branch or Office

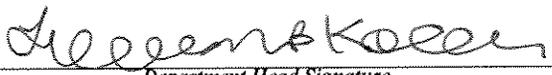
Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1. Title and description of health and human service(s): Drug and violence prevention activities and services for at-risk youth provided by community-based agencies.
2. Provider Name and Address: Parents and Children Together 1485 Linapuni Street, Suite 105, Honolulu, 96819; & Susannah Wesley Community Center 1117 Kalihi Street, Honolulu, HI 96819
3. Total Contract Funds: Contract Funds per Year (if applicable):
4. Reference number of Previous Request for this Service (if applicable):
5. Term of Contract: Start: 8/1/10 no-cost extension period End: 9/30/10
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State: This request is to allow for a two-month, no-cost extension of contracted services originally procured by RFP#HMS-501-08-09 titled "Drug and Violence Activities for At Risk Youth" funded by the Safe and Drug Free Schools and Communities State Grants from the U.S. Department of Education. The published anticipated start date for services was July 1, 2008. The service period was to be one year with a possible twelve-month extension. Due to delays in the award process, the contracts were developed with a start date of August 1, 2008. Further delays in the receipt of appropriate contract documents, AG review, and contract execution resulted in services not beginning until 10/1/08. Funds were allocated for twelve months of services and activities. Since services actually began 10/1/08 and to avoid lapsing the federal grant funds, the end date for the first budget period has been extended to 9/30/09. Funds are available and have been set aside for an additional 12 months of continued service from the same Providers. It is cost effective and to the State's advantage to utilize the available federal funds to extend the current contract for an additional twelve months, thereby further extending the contract to September 30, 2010, versus limiting the extension to ten months of service ending July 31, 2010. Due to the federal grant timeline guidelines and the small amount of money (1/6 amount of each agency's award), it would not be possible or practical to conduct an RFP or disperse the funds to other agencies, so therefore, the funds would lapse. At a time when the State is suffering a fiscal shortfall, it is reasonable to utilize the resources available to the maximum results and benefit.

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7.	<p>Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:</p> <p>All activities and procedures regarding RFP#HMS-501-08-09 were conducted according to HRS and HARS. The Providers named above submitted applications by the required deadlines. Fifteen proposals were submitted, reviewed and scored. A review panel selected and awarded four proposals based on the merits of the applications and the available funds. The Statement of Findings and Decision was sent to all applicants. No protests regarding the process or awards were filed.</p>						
8.	<p>Describe the state agency's internal controls and approval requirements for the exempted procurement:</p> <p>The Children and Youth Specialists monitoring the existing contracts will develop the supplemental agreement and route for approval through the Program Development Officer, Administrative Services Manager, and Executive Director. Once executed, the CYS will be responsible to monitor the delivery of the procured services following OYS procedures.</p>						
9.	<p>List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:</p> <p>Dixie Thompson, Children & Youth Specialist V; Gary Beale, Children & Youth Specialist IV; Pam Laderta, Contracts Specialist; Marlene Barton, Program Development Officer; Kerry Kiyabu, Administrative Services Manager; Martha T. Torney, Executive Director; Susan R. Kern, Deputy Attorney General.</p>						
10.	<table style="width: 100%; border: none;"><tr><td style="width: 50%; border: none;">Direct questions to (name & position):</td><td style="border: none;">Dixie Thompson</td></tr><tr><td style="border: none;">Phone number:</td><td style="border: none;">808-587-5718</td></tr><tr><td style="border: none;">e-mail address:</td><td style="border: none;">dthompson@dhs.hawaii.gov</td></tr></table>	Direct questions to (name & position):	Dixie Thompson	Phone number:	808-587-5718	e-mail address:	dthompson@dhs.hawaii.gov
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I certify that the information provided above is to the best of my knowledge true and correct.


Department Head Signature 08/17/09
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.

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FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

APPROVED DISAPPROVED NO ACTION

Alan S. Fujita
Chief Procurement Officer Signature

9/9/09
Date

Please ensure adherence to applicable administrative requirements.