STATE OF HAWAII

NOTICE OF AND REQUEST FOR

RESTRICTIVE PURCHASE OF SERVICE

PURSUANT TO §103F-403, HRS

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Human Services/Benefit, Employment, & Support Services Division

Department/Division/Branch or Office

Pursuant to §103F-403, HRS, and Chapter 3-144, HAR, the department head has made a determination that an adequate basis for a restrictive purchase of services exists and requests approval to make a restrictive purchase for the following:

1.	Title and description of health and human service(s): Contract Number DHS-06-BESSD-3033 On-Site First-To-Work (FTW) Child Care Services @ Wahiawa, Waianae, Waipahu is a drop-in care child care services in 3 separate FTW sites that are licensed child care facilities for children ages 2 years to 12 years old. Each FTW onsite child care service is to be available for only FTW clients' children so that the parents may attend an appointment with their Department of Human Services (DHS) worker or attend meetings at the FTW site. It is not to be used as a child care site for the general public. Every child care slot is referred by the FTW staff and available for walk-in clients. The child care is operated by Kama'aina Care, Inc. and currently located at 1008 California Avenue, Bldg. B, Wahiawa, Hawaii 96786 for the Wahiawa site, 601 Kamokila Blvd, Room 138, Kapolei, Hawaii 96707 for the Waianae site, and 94-275 Mokuola Street, Room 105, Waipahu, Hawaii 96797 for the Waipahu site. The total capacity of the child care program is 12 children for the Wahiawa site, 11 children for the Waianae site, and 12 children for the Waipahu site at any time.	
2.	Provider Name and Address:	Kama'aina Care, Inc. 156 Hamakua Drive, C Kailua, Hawaii 96734
3.	Total Contract Funds: Contract Funds per Year (if applicable):	$290,250 $193,500
4.	RH No. of Previous Request for this Service (if applicable)	
5.	Term of Contract: Start: 1/1/2011 End: 6/30/2012 If the contract term is longer than 1 year, provide justification for the extended term: With the authority granted under HAR §3-149-301, the time of performance of Contract Number DHS-06-BESSD-3033, originally established to run up to and including June 30, 2010, was amended to extend the time of performance for an additional 6 months from July 1, 2010 through and including December 31, 2010 or until a new agreement can be executed for the procured services, whichever is earlier. An additional 6 month is requested so that the term of this restrictive contract can terminate at the end of fiscal year 2012 or June 30, 2012.	

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6. Describe the circumstances justifying a restrictive purchase:

In accordance with Act 69, SLH 2010, "103F Proposals and awards, No contract proposals shall be accepted from any applicant who lacks any license necessary to conduct the business being sought by the request for proposals." The On-Site FTW Child Care Services @ Wahiawa, Waianae, and Waipahu are the only existing licensed child care centers that are operated by Kama'aina Care, Inc, providing child care specifically to parents applying or enrolled in the FTW program that is located at the 3 FTW sites and can provide the service that we are requesting.

7. Describe the efforts and results in determining that this is the sole provider who can render services. Include approximate dates:

Kama'aina Care, Inc. is the only provider that can render services as they provide the following services at the Wahiawa, Waianae, and Waipahu FTW Office as follows:

1. Provide on-site child care services which will enable parents in the FTW program to participate in required program activities without worries about the safety and well-being of their children.

2. Provide child care for DHS clients at a DHS office that is co-located with the FTW program, and provides services to applicants and recipients of DHS services.

There is no other licensed child care provider that specifically serves only children of DHS applicants and clients.

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

Lillian B. Koller, Director of Human Services
Ed Igarashi, Fiscal Management Office Administrator
Pankaj Bhanot, BESSD Administrator

9. Direct questions to (name & position): Kathy Ochikubo, Program Specialist

Phone number: 586-7058

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

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

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Department Head Signature 11/23/10 *Date*

Lillian B. Koller
Typed Name

PR 11/23/10

NOTICE

Pursuant to §103F-403, Hawaii Revised Statutes and Chapter 3-144, Hawaii Administrative Rules, the aforementioned purchasing agency has submitted a request to the chief procurement officer for a restrictive purchase of service for health and human services, and if approved, intends to purchase the service without issuing a request for proposals.

Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at www.spo,hawaii.gov, click *Statutes and Rules* and *Procurement of Health and Human Services.* Protests shall be hand delivered or postmarked by United States Postal Service within seven (7) days after the date this notice is first published on the internet. If hand delivered it must be submitted by 4:30 PM, Hawaii Standard Time, within seven days after day this notice is first published. Protests must be submitted to the following procurement officer **and** head of the purchasing agency:

Procurement Officer for this Procurement
Ed Igarashi
1390 Miller Street, Room 205
Honolulu, HI 96813

Head of Purchasing Agency
Lillian B. Koller
1390 Miller Street, Room 209
Honolulu, HI 96813

Protest forms and instructions are on the web at: www.spo.hawaii.gov, click *Health and Human Services, Chapter 103F…* and *Forms for Private Providers.* Questions should be directed to the contact person noted in item 9 of the request.

Published: NOV 29 2010

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

Ms. Kathleen Ochikubo, Mr. Ed Igarashi and Mr. Pankaj Bhanot are identified as participants in this procurement. Ms. Ochikubo has written delegated procurement authority, but acknowledges that she has not attended the appropriate mandatory procurement training. In conversation with Mr. Igarashi, he is the fiscal staff and does not participate in the procurement of this service and Mr. Bhanot is no longer within the office of BESSD.as he is now the Deputy Director for the department. Please be advised that Ms. Ochikubo shall not participate in any procurement activities until she has both written delegated procurement authority and has completed the appropriate mandatory procurement training requirements for the applicable procurement method, pursuant to Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05. This award is required to be posted on the Awards Reporting System.

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

Chief Procurement Officer Signature 12/29/2010
Date

Please ensure adherence to applicable administrative requirements.

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FOR RESTRICTIVE PURCHASE OF SERVICE
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Pursuant to §103F-403, Hawaii Revised Statutes and Chapter 3-144, Hawaii Administrative Rules, the Department of Human Services, Benefit, Employment, & Support Services Division, has submitted a request to the chief procurement officer for a restrictive purchase of service for health and human services, and if approved, intends to purchase the service without issuing a request for proposals. (To see the request, go back to the State and County Procurement Notices page and click on "More Info.")

Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at http://hawaii.gov/spo, click "Statutes and Rules," then "Chapter 103F, Procurement of Health and Human Services." Protests shall be hand delivered or postmarked by United States Postal Service within seven days after the date this notice is first published on the Internet. If hand delivered, it must be submitted by 4:30 p.m., Hawaii Standard Time, within seven days from the date this notice is first published. Protests must be submitted to the procurement officer and head of the purchasing agency as specified in the request. Protest forms and instructions are on the web at http://hawaii.gov/spo, click on "Health and Human Services, Chapter 103F...," then "Forms and Instructions for Private Providers/Applicants." Questions should be directed to the contact person noted in item 9 of the request.