

STATE OF HAWAII

11 FEB 17 A8:40 NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103F, HRS

STATE PROCUREMENT OFFICE
To: STATE Chief Procurement Officer

From: Tobacco Settlement Project / Chronic Disease Management and Control
Branch
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):	<p>Comprehensive cancer control (CCC) is a process through which communities and partner organizations pool resources to reduce the burden of cancer. The Centers for Disease Control and Prevention (CDC) initiated the National Comprehensive Cancer Control Program (NCCCP) to help states, tribes, and territories form coalitions to fight cancer. These coalitions collect data to determine the greatest cancer-related needs in their area, develop cancer plans and implement activities to meet those needs.</p> <p>The Hawaii Comprehensive Cancer Control Coalition (Coalition) Cancer Plan 2010-2015 includes the following four goals and related strategies:</p> <ul style="list-style-type: none"> • Prevention - Encourage people to live a healthy lifestyle. • Early Detection - Promote cancer screening tests. • Equitable Access to Care - Increase access to good cancer care. • Quality of Life - Improve the quality of life for people who survive cancer. <p>This request will support the implementation projects and activities of the Coalition Action Teams (Prevention, Early Detection, Equitable Access to Care and Quality of Life) and Cancer Interest Groups to achieve the strategies outlined in the Hawaii Cancer Plan 2010-2015. The proposed projects and activities will be submitted by the Action Teams and/or Cancer Interest Groups. Examples of activities may include: a colorectal cancer screening campaign, a clinical trials project, and a cancer survivorship conference.</p>
2. Provider Name and Address:	To Be Determined by Coalition Action Teams; likely to be a member of the HCCC Coalition.
3. Total Contract Funds: Contract Funds per Year (if applicable):	\$70,000 \$0
4. Reference number of Previous Request for this Service (if applicable):	N/A
5. Term of Contract:	Start: 4/1/11 End: 6/29/12

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

The Centers for Disease Prevention and Control (CDC), the federal funding source for the HCCCP, requires the creation of a statewide cancer plan and coalition. Cancer control stakeholders in our state have been actively engaged in comprehensive cancer control since 2003, when stakeholders met to brainstorm and develop the first Hawaii State Comprehensive Cancer Control Plan (2004-2010). Most recently (October 2010), the Coalition convened to review the progress and update the State Plan with four goals and strategies that relate to prevention, early detection, equitable access to care and quality of life.

In response to the Coalition's need for implementation activities, the availability of funds by the HCCCP meets the CDC requirements of moving the program from planning to implementation, encourages collaboration among coalition members and promotes leveraging of resources (government/private/community). As noted above, the funding will be used for a variety of activities developed by the members of the Action and Cancer Interest Groups. Teams are responsible for identifying a fiduciary entity to provide fiscal oversight; it is likely that the fiscal entity will be part of the team. Teams will be provided between \$7,000 - \$20,000 to implement activities. It is not practical to procure this initiative as it is through the development of a shared/comprehensive vision and a committed group of Action Team/Cancer Interest Group members that cancer priorities will be addressed and contribute reducing the burden of cancer in our state.

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:

Funds will be made available to the Coalition's Prevention, Early Detection, Equitable Access to Care and Quality of Life Action Teams and Cancer Interest Groups. Teams will be required to submit proposals for projects and activities. Proposals must include a brief description of the project and how it is directly linked to one of the four goals and related objectives outlined in the Hawaii Cancer Plan 2010-2015. Additionally, a project narrative, line item budget with justification; team leader signature; outline of specific roles and responsibilities and letters of commitment from team and others; and identification of a fiscal agent will be required. To assure an open and fair process a uniform rating criteria has been established by the Department of Health. Based on specific criteria, each proposal will be scored by a Selection Committee. The Selection Committee will include a member of the Department of Health, and the Coalition Chair and Vice Chair. Selection Committee members will not part of the Action or Cancer Interest Groups.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
The following process will be used to assure internal controls and approval requirements for the exempted procurement:

- 1) Review by the Selections Committee (utilizing a rating criteria).
- 2) Award Notification (in writing).
- 3) Memorandum of Agreement (MOA) between the Program Coordinator, HCCCP PHAO and the identified contractor.
- 4) Payment Terms: Initial approval and establishment of purchase orders will be made with approval by Program Coordinator and Branch Chief. Twenty-five percent of the award will be paid upon selection and approved establishment of the MOA. The Program Coordinator is responsible for accepting invoices from the vendor for the remainder seventy-five percent, based upon completion of the deliverables set forth (progress payment). Final payment is contingent upon the delivery of all services as outlined in the MOA.

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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:

Florlyn Taflinger, Program Coordinator, Hawaii Comprehensive Cancer Control Program
Danette Wong Tomiyasu, Chief, Chronic Disease Management and Control Branch (CDMCB)
Jim Cullen, Public Health Administrative Officer, Hawaii Comprehensive Cancer Control Program
Lola Irvin, Manager, Tobacco Settlement Project
Sharon Abe, Chief, Administrative Services Office
Loretta Fuddy, Acting Director of Health

Christina Totter

10. Direct questions to (name & position): Danette Wong Tomiyasu, Chief, CDMCB
Phone number: 586-4795
e-mail address: danette.tomiyasu@doh.hawaii.gov

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

Loretta Fuddy
Department Head Signature

2/16/11
Date

LORETTA FUDDY
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.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

This request identifies Ms. Florlyn Taflinger, Ms. Danette Wong Tomiyasu, Mr. Jim Cullen, Ms. Lola Irvin, and Ms. Sharon Abe as being involved in the approval and administration process. In conversation with SPO staff, Ms. Taflinger has identified, herself, Ms. Wong Tomiyasu and Mr. Cullen as participants in this procurement and contract management. Although no written delegated procurement authority is required for a *Notice of and Request for Exemption from Chapter 103F, HRS*, it is noted that Ms. Taflinger, Ms. Wong Tomiyasu and Mr. Cullen have not taken the appropriate required mandatory procurement training. As a reminder, Ms. Taflinger, Ms. Wong Tomiyasu and Mr. Cullen cannot participate in procurement activities until the requirements of Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05 as appropriate have been met. This approval is conditioned on the above and award is required to be posted on the Awards Reporting System.

APPROVED DISAPPROVED NO ACTION

Aaron Fujioka
Chief Procurement Officer Signature

3/4/2011
Date

Please ensure adherence to applicable administrative requirements.