

STATE OF HAWAII
NOTICE OF AND REQUEST FOR EXEMPTION '11 DEC 22 A9:52
FROM CHAPTER 103F, HRS

To: Chief Procurement Officer

STATE PROCUREMENT OFFICE
 STATE OF HAWAII

From: Department of Human Services, BESSD - Supplemental Nutrition Assistance Program (SNAP) (formerly known as The Food Stamps 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): Supplemental Nutrition Assistance Program to provide outreach services to potentially eligible SNAP populations and participate in the USDA Outreach Program.	
2.	Provider Name and Address:	Various
3.	Total Contract Funds:	\$0
	Contract Funds per Year (if applicable):	\$0
4.	Reference number of Previous Request for this Service (if applicable):	PEH NO. 10-34
5.	Term of Contract:	Start: Upon Approval End: 9/30/13
6.	Describe how procurement by competitive means is either not practicable or not advantageous to the State: The Outreach Program under USDA, Food and Nutrition Service (FNS) is a non competitive program. Projects need not compete to obtain federal matched funds. Outreach expenses incurred by projects, However, 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 through September 30 of every year. As we are unsure of the exact amount or providers that will apply, we estimate the contract funds, which are the federal reimbursement, will be approximately \$200,000 per year. We do not expect any changes in funding source and, therefore, are requesting a two (2) year approval. The State must submit an 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 SNAP Outreach Program is an ongoing program with continuous annual recruitment based on the availability of Federal funds. SNAP will render providers eligible by inviting them to participate in the Outreach Program through the Request For Information (RFI) process. An RFI was posted for FFY 2010 to solicit qualifying agencies to submit information regarding their program. An exemption was given, PEH No. 10-34, and in 2010 a provider for Kauai was awarded a contract. For FFY 2012, the contract for the provider on Kauai was not renewed. SNAP needs to do another RFI for FFY 2012 for	

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the Island of Kauai only as there is currently no provider for Kauai. Any organization or agency on Kauai is invited to participate in this federal reimbursement program as long as they meet the Federal Outreach Guidance requirements. The Outreach Guidance can be found at <http://fns.usda.gov/fsp/outreach/stateplan.htm>

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
The State SNAP 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% of the State outlay. The Federal 50% match is provided on reimbursement basis during the Federal fiscal year in which they were obligated. OMB regulates Departmental rules and the SNAP laws define what costs are allowable. FNS must approve the State Agency's Plan prior to the 50% Federal matching funds being 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 SNAP program must incorporate these changes into the Outreach Plan or 50% matching funds may be denied. Expenditure reports and year end plan reports must be complied by the contractors and sent to the State Agency. The State agency must submit a year end report that is due to FNS 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:
Linda Tsark, SNAP Program Administrator and Stacy Dutton, SNAP Program Specialist will be involved in the approval process and administration of the contract.
10. Direct questions to (name & position): Stacy Dutton, Program Specialist
Phone number: (808) 586-5724
e-mail address: sdutton@dhs.hawaii.gov

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



Department Head Signature

Patricia McManaman

Typed Name

12/15/11 
Date

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:

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No action is required on this request as the previous approval, PEH No. 10-34 allows for continuous annual recruitment with an end date of 09/30/13.

APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer Signature

1/5/2012
Date

Please ensure adherence to applicable administrative requirements.

DEPARTMENT OF HUMAN SERVICES REQUEST FOR INFORMATION

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program, will be submitting a grant application in the form of an Outreach Plan for the State of Hawaii with the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS). DHS seeks information on outreach services to be provided on the island of Kauai, State of Hawaii, to potentially eligible SNAP applicants. Submittal may qualify the applicant to be included in the State Outreach Plan grant application, which may result in a contract with the provider if the State Outreach Plan is approved and funded, as provided in the SNAP State Outreach Plan Guidance and in keeping with Sec 104, Public Law 104-193, HAR §3-143-614.

Description of Service:

Outreach activities for the island of Kauai only involve conducting program informational activities to inform low income households about the availability, eligibility requirements, application procedures and pre-screening for SNAP eligibility. For this service, DHS is requesting information concerning programs or organizations with programs which meet the requirements specified in the SNAP State Outreach Plan Guidance at the following web site:

<http://www.fns.usda.gov/snap/outreach/guidance/stateplan.htm>.

Information Requested:

Interested parties should submit information in the following format using the FNS Outreach Plan template which can be found at the above web site.

- Name of organization/agency
- Address
- Name of contact person
- Contact information: phone number/email address
- Provide a concise description of the need for project. Include data such as trends in food stamp participation, incidence of hunger, and food insecurity. Include source and date of the data. Additional data such as demand for emergency food providers, poverty rates, unemployment rates or other similar information may also be provided to support need.
- Provide a description of the activities and how they will be implemented.
- Outreach Project Details: Provide details on the outreach project including goals, timelines, role of contractor and partners and evaluation plans (Template, section 4).
- Outreach Project Staffing Summary: Provide a listing of paid staff that will be working on the outreach project. Include the title of each employee and the amount of time spent on outreach (Template, section 5).
- Outreach Project Budget Details and Narrative: Provide both a line item budget

and budget narrative for the project. The budget narrative shall describe how the figures in the line item budget were calculated in simple terms and provide a justification as to why each is needed. The budget narrative should be detailed enough to provide justification for all items on the line budget (Template, section 6).

- Assurances: Provide documentation that an authorized representative understands key outreach plan obligations. Also, assure that budget amounts claimed are not federally funded and that new funding sources from FNS will not supplant any existing outreach programs.

Criteria for Agency Selection:

This request is for agencies and organizations that meet the following qualifications:

- Non-profit as defined by the tax code.
- Must register with the Hawaii Compliance Express and furnish proof of compliance with proposal.
- Long standing Hawaii based providers of community services with experience in providing services to needy singles and needy families for at least five years.
- Provider to service the island of Kauai, must have an onsite provider for Kauai.
- Agency must have its own funding source and be able to provide proof of private funding. SNAP Outreach is a reimbursement program in which the state agency will pay approved administrative costs that have been determined to be reasonable and necessary for the outreach project. The contractor must bill the State agency according to the terms of the contract and FNS will reimburse 50 percent to the State outlay. These federal matching funds are only available to States that have an approved Outreach Plan (Section 16 of the Food and Nutrition Act of 2008).

Date and Location of RFI meeting:

An RFI meeting is not planned as part of this RFI:

Contact Person: Responses to this RFI or questions concerning it should be addressed to Stacy Dutton at the address provided below. Comments may also be faxed to Ms. Dutton's attention at (808) 586-5180 or submitted by e-mail to the following address: sdutton@dhs.hawaii.gov.

Deadline: The Information Requested should be postmarked or delivered to the Department of Human Services, Benefit, Employment and Support Services Division, Haseko Center, 820 Mililani Street, Suite 606 Honolulu, Hawaii 96813

Proposals should be no more than 3 pages, excluding the detailed budget and templates. If you have any questions, please contact Stacy Dutton at 586-5724.

DEADLINE: The Information Requested should be postmarked or delivered by: January 13, 2012 by 4:30 pm.

Stacy Dutton, Program Specialist

Stacy Dutton, Program Specialist
Food Stamp Program Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

Proposals may also be e-mailed to: sdutton@dhs.hawaii.gov.

Participation in this RFI is required for any non-profit agency that wishes to be included in the State SNAP Outreach Plan as a potential provider of SNAP Outreach services, which may result in a contract with the provider if the state outreach plan is approved.

Patricia McManaman
Director