

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

12 NOV 30 P1:35

To: Chief Procurement Officer

STATE PROCUREMENT OFFICE
 STATE OF HAWAII

From: Department of Health/Adult Mental Health Division/Hawaii State Hospital *aj*
Department/Division/Branch or Office

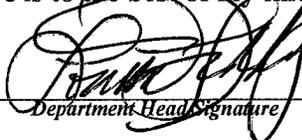
Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1.	Title and description of health and human service(s): Provision of laboratory services for Hawaii State Hospital (HSH) patients.	
2.	Provider Name and Address:	Diagnostic Laboratory Services, Inc. 99-859 Iwaiwa Street Aiea, Hawaii 96701
3.	Total Contract Funds: Contract Funds per Year (if applicable):	\$30,000
4.	Reference number of Previous Request for this Service (if applicable):	
5.	Term of Contract:	Start: 12/1/12 End: 4/30/13
6.	<p>Describe how procurement by competitive means is either not practicable or not advantageous to the State: Laboratory services were initially procured under RFP No. HTH 430-3, and Diagnostic Laboratory Services, Inc. was awarded a contract under ASO Log No. 06-301 beginning June 1, 2006. HSH issued a Request for Information (RFI) for the procurement of laboratory services on May 14, 2012. Attached is a timeline for the procurement of laboratory services. Following the RFI, a Request for Proposal (RFP) was issued on November 21, 2012. The current laboratory contract expired on May 31, 2012. However, pursuant to section 3-149-301(c), Hawaii Administrative Rules, the contract was extended through November 30, 2012 while the procurement process is completed.</p> <p>Drawn out internal input and discussions by invested staff regarding changes to the draft RFP related to key changes to the provider requirements for their management information system required interface with the HSH electronic medical records system and confidentiality took much longer than expected. The Joint Commission (TJC) lab site visit this past summer also triggered additional review/revisions based on the many updated TJC standards. A long term vacancy in the HSH Business Office has pushed additional work duties on the Business Manager, thus causing a delay in the timely execution of contract related tasks. An extension of time will provide for time for protests, contract execution, and potential provider transistion. An extension of time will also ensure the continued provision of critical laboratory services for HSH patients required by Sec. 334-3, Hawaii Revised Statutes).</p>	

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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: Diagnostic Laboratory Services, Inc. is the current provider of laboratory services for HSH. This provider was selected through the competitive purchase of service process, RFP No. HTH 430-3.	
8. Describe the state agency's internal controls and approval requirements for the exempted procurement: Service and administrative requirements under the contract, ASO Log No. 06-301, shall be monitored through HSH's regular oversight and monitoring procedures.	
9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract: Amy Yamaguchi, Public Health Administrative Officer Anthony Fraiola, HSH Business Manager	
10. Direct questions to (name & position): Phone number: e-mail address:	Anthony Fraiola 236-8257 anthony.fraiola@doh.hawaii.gov

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


Department Head Signature

11/30/10
Date

Loretta J. Fuddy, A.C.S.W., M.P.H.
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 approval is for the procurement process only. Service provider(s) are required to be compliant with applicable laws, and verified on the Hawaii Compliance Express. This award is required to be posted on the Awards Reporting System. If there are any questions, please contact Corinne Higa at 587-4706, or corinne.y.higa@hawaii.gov.

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APPROVED DISAPPROVED NO ACTION

David J. J...
Chief Procurement Officer Signature

12/10/2012
Date

Please ensure adherence to applicable administrative requirements.

RFP HTH 430-13-001

Laboratory Services for Hawaii State Hospital (HSH)

Procurement Timeline

5/14/12	Request for Information (RFI) released.
5/25/12	RFI responses due.
9/29/12	HSH submits 1 st draft of RFP to the Adult Mental Health Division (AMHD). A number of factors contributed to the delay in submitting the draft. Internal discussions and input by invested parties became drawn out regarding key changes to the provider requirements related to management information system required interface with the HSH electronic medical records system. The Joint Commission (TJC) Lab site visit this past summer also triggered additional review/revisions based on the many updated TJC standards. Also, a long term vacancy in the Business Office has pushed additional work duties on the Business Manager, causing delays in the timely execution of contract related tasks.
10/16/12	RFI summary completed.
11/9/12	AMHD forwards draft RFP with comments on missing elements to HSH.
11/15/12- 11/20/12	Final revisions and preparation. RFP finalized.
11/21/12	RFP posted.
11/29/12	RFP orientation session scheduled.
12/21/12	Proposal submission deadline. Mailed proposals due within 10 days from this date.
1/2/13 - 1/11/13	Proposal evaluation period.
1/18/13	Provider selection and Notice of Statement of Findings and Decision to be completed.
5/1/13	Contract start date.