

STATE OF HAWAII

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

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Health/Adult Mental Health Division/Hawaii State Hospital
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 nursing services for Hawaii State Hospital (HSH) patients.	
2. Provider Name and Address: Na Kahu Malama Nurses, Inc. 1357 Kapiolani Blvd., Ste. 850 Honolulu, Hawaii, 96814	Altres Staffing, Inc., dba Altres Medical 967 Kapiolani Blvd. Honolulu, Hawaii 96814
3. Total Contract Funds: Contract Funds per Year (if applicable):	Altres \$700,000 For the period 1/1/13 - 5/31/13 Na Kahu \$40,000 For the period 1/1/13 - 5/31/13
4. Reference number of Previous Request for this Service (if applicable):	
5. Term of Contract:	Start: 1/4/13 1/22/13 <i>cyh</i> End: 5/31/13
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State: Nursing services were initially procured under RFP No. HTH 430-4; Altres Staffing was awarded a contract under ASO Log No. 07-030 and Na Kahu Malama was awarded a contract under ASO Log No. 07-034 beginning July 1, 2006. HSH issued a Request for Information (RFI) for the procurement of nursing services on August 10, 2012. Attached is a timeline for the procurement of nursing services. Following the RFI, a Request for Proposal (RFP) was issued on December 24, 2012. The current nursing services contract expired on June 30, 2012. However, pursuant to section 3-149-301(c), HAR, the contract was extended through December 31, 2012 while the procurement process is completed. Internal input and discussions by the HSH Nursing Department regarding changes to the RFP took much longer than expected. Also, key updates made in The Joint Commission (TJC) standards related to hiring requirements/monitoring/evaluation of outside contracted staffing also triggered additional review/revisions. A long term vacancy in the 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 transition. An extension of time will also ensure the continued provision of critical nursing services for HSH patients required by §334-3, Hawaii Revised Statutes (HRS).	

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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:	
Altres Staffing, Inc. and Na Kahu Malama Nurses, Inc. are two of the current providers of nursing services for HSH. These providers were selected through the competitive purchase of service process.	
8. Describe the state agency's internal controls and approval requirements for the exempted procurement:	
Service and administrative requirements under the contracts 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:	
Anthony Fraiola, HSH Business Manager	
10. Direct questions to (name & position):	Anthony Fraiola
Phone number:	236-8257
e-mail address:	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
Loretta J. Fuddy, A.C.S.W., M.P.H.

Typed Name

11/18/13

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.

Chief Procurement Officer's Comments:

This approval is for the period 01/22/13 to 05/31/13 and 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. No further exemption to extend this contract will be approved. If services were provided during the period 01/01/13 to 01/21/13 that would constitute a procurement violation and form SPO-016 is required to be submitted for this period. If there are any questions, please contact Corinne Higa at 587-4706, or corinne.y.higa@hawaii.gov.

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<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> NO ACTION
 <i>Chief Procurement Officer Signature</i>		2/1/2013 <i>Date</i>

Please ensure adherence to applicable administrative requirements.

RFP HTH 430-13-002

Nursing Services for Hawaii State Hospital (HSH)

Procurement Timeline

- 8/10/2012 Request for Information (RFI) released.
- 8/25/12 RFI responses due.
- 10/16/12 RFI summary competed.
- 12/7/12 HSH submits draft of RFP to AMHD. A number of factors contributed to the delay in submitting the draft Internal input and discussions by the HSH Nursing Department regarding changes to the RFP took much longer than expected. Also, key updates made in The Joint Commission standards related to hiring requirements/monitoring/evaluation of outside contracted staffing also triggered additional review/revisions. A long term vacancy in the HSH Business Office has pushed additional work duties on the Business Manager, causing delays in the timely execution of contract related tasks.
- 12/28/12 RFP posted.
- 1/8/13 RFP orientation session.
- 1/31/13 Proposal submission deadline. Mailed proposals due within 10 days from this date.
- 2/4/13 - 2/14/13 Proposal evaluation period.
- 2/20/13 Provider selection and Notice of Statement of Findings and Decision to be completed.
- 6/1/13 Estimated contract start date.