

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

13 AUG -6 A8:05

To: Chief Procurement Officer

STATE PROCUREMENT OFFICE
STATE OF HAWAII

From: Department of Human Services, BESSD-Supplemental Nutrition Assistance
Program (SNAP)

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):	
The Supplemental Nutrition Assistance Program would like to procure outreach services for the eligible low income population that include program education and application assistance.	
2. Provider Name and Address:	Helping Hands Hawaii, 2100 N. Nimitz Highway, Honolulu, HI 96819 Child and Family Services (Kauai Branch), 2970 Kele Street, Suite 203, Lihue, HI 96766 HOPE Services Hawaii, Inc., (Hawaii Office), 1315 Kalaniana'ole Ave., Hilo, HI 96720
3. Total Contract Funds:	\$100,000
Contract Funds per Year (if applicable):	
4. Reference number of Previous Request for this Service (if applicable):	PEH No. 12-20
5. Term of Contract:	Start: 10/1/13 End: 9/30/14

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6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:
 SNAP was approved previously to conduct an RFI under PEH 12-20. The RFI was completed and 3 Providers procured and contracts run through September 30, 2013. The current Chapter Exemption approval was obtained and ends 9/30/13. State funds have been allocated for FY 2014 and funds will be used to fund the current Providers for the remainder of FY 2013 and a portion of FY 2014. Allocation is not enough to fund additional Providers.

The current Providers have been providing SNAP outreach services for the past 3-4 years. A 50% federal match is provided by FNS, USDA for states that are able to provide state funds. All three Providers have provided the State's share in order to generate the federal match funds. Each contract provides for 3 extensions through September 30, 2016.

Each of the Providers have already been provided one or more years of SNAP training and orientation; developed outreach materials, have arranged regularly scheduled outreach workshops and sessions in various communities, are familiar to the low income population created outreach hotline contact numbers, etc. so they have vested staff and resources into developing the SNAP outreach programs with successful results. Another RFI is planned for FFY 2015 when this Chapter Exemption expires. We intend to allocate funds in accordance with proportionate amount spent by that agency w/ an additional amount allocated to the Provider that has agreed to coordinate overall services. State funds are available for match for FFY 2014 only. RFI for FFY 2015 will require interested parties to provide the state share since funding is available for FFY 2014 only.

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 available for 50% federal match is available annually and non competitive as long as agencies applying for the match meet and requirements under the federal regulations. The original Providers submitted proposals on a non competitive basis and as long as they met federal regulatory requirements and were able to fund the 'State's share, they were procured by SNAP. FNS, USDA requires a State Outreach Plan to be submitted annually for approval of outreach activities and federal funds. FFH 2014 funding only allows state to fund the maximum 3 so would like to continue with same contractors through the State Fiscal Year.

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 to conduct the activities. SNAP federal regulations and State contract procurement rules, guide contract.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:
 Pamela Higa, SNAP Administrator

10. Direct questions to (name & position):	Pamela Higa, SNAP Administrator
Phone number:	586-5722
e-mail address:	phiga@dhs.hawaii.gov

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



 Department Head Signature

7/30/13

 Date

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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:

It is our understanding that the USDA, FNS Outreach Program is a noncompetitive program and any qualified provider may provide the necessary services. This request is approved with the requirement that a request for information (RFI) be issued for service providers subsequent to September 30, 2014. 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.

APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer Signature

8/26/2013

Date

Please ensure adherence to applicable administrative requirements.