

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

14 JAN 13 A9:39

STATE PROCUREMENT OFFICE
 STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Health/Adult Mental Health Division *9*
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):	Supported Housing services. The supported housing program consists of two (2) components: Bridge Subsidy and the Supported Housing Specialist. The bridge subsidy provides temporary rental subsidies for consumers until federal or other permanent rental subsidies can be obtained. The Supported housing specialists assists consumers to identify affordable housing of choice and to meet their obligations of tenancy.
2.	Provider Name and Address:	Steadfast Housing Development Corporation 677 Ala Moana Boulevard, Suite 713 Honolulu, Hawaii 96813
3.	Total Contract Funds:	\$636,000 (estimated)
	Contract Funds per Year (if applicable):	\$0
4.	Reference number of Previous Request for this Service (if applicable):	
5.	Term of Contract:	Start: 4/01/14 1/13/14 <i>cyh</i> End: 4/30/14

9744

12-000911

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

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

On June 21, 2013, the Adult Mental Health Division (AMHD) released a Request for Proposals (RFP) No. HTH 420-5-13, for Supported Housing program services, statewide and was ready to release the Statement of Fundings for this contract award. However, before the Statement of Findings and Award for this service could be released, the requirements for the supported housing program service changed, and it became apparent that the AMHD would need to reconfigure the requirements for this service. Since the reconfiguration of the requirements will change the personnel requirements and pricing structure for the supported housing program service, the AMHD will need to cancel the current RFP and re-procure the service.

The AMHD will re-release the RFP for supported housing program services with a fixed unit rate structure, which will enable the Department of Health to receive federal matching funds from the Department of Human Services, Med-Quest Division. The change in the pricing structure will reduce the State's cost of the supported housing program service, and enable the AMHD to provide more community services to adults with severe and persistent mental illness, statewide.

In mid-December 2013, the AMHD will work on reconfiguring the new requirements for the supported housing program service, and re-issue the RFP as No. HTH 420-2-14. A four (4) month extension of time will enable the AMHD to complete the re-procurement of services, and provide enough time for new contracts to developed, executed, and the new supported housing program services to be implemented. The Procurement Timeline for the supported housing program services is attached.

The supported housing service cost approximately \$159,000 per month. This amount includes the personnel costs for the residential specialists (on Oahu, Maui, and Hawaii), administrative staff, rental space, mileage, telecommunications, and funds for bridge subsidies.

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 identified provider is currently providing existing supported housing services and was selected from a competitive procurement, RFP No. HTH 420-5-09. This request will ensure that there is no break in service or in the continuity of care, and no undue interruption of care.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
 Service and administrative requirements under the contract shall be monitored through AMHD'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
 Enid Kagesa, AMHD Contracts Coordinator

10. Direct questions to (name & position):

Amy Yamaguchi, PHAO

Phone number:

586-4681

e-mail address:

amy.yamaguchi@doh.hawaii.gov

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

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


Department Head Signature

1/8/14
Date

Gary L Gill
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 period January 13, 2014 to April 30, 2014 and for the procurement process only. Service providers are required to be compliant with applicable laws, and verified on the Hawaii Compliance Express, if applicable. 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

2/2/14
Date

Please ensure adherence to applicable administrative requirements.

Proposed Procurement Timetable

Activity	Scheduled Date
Public notice announcing Request for Proposals (RFP)	12/23/13
Distribution of RFP	12/23/13
RFP orientation session	01/06/14
Closing date for submission of written questions for written responses	01/08/14
State purchasing agency's response to applicants' written questions	01/10/14
Discussions with applicant prior to proposal submittal deadline (optional)	TBD
Proposal submittal deadline	01/27/14
Discussions with applicant after proposal submittal deadline (optional)	TBD
Final revised proposals (optional)	TBD
Proposal evaluation period	01/29/14 – 02/09/14
Provider selection	02/09/14
Notice of statement of findings and decision	02/12/14
Contract start date	05/01/14