

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

'14 MAR 20 A10 :52

To: Chief Procurement Officer

STATE PROCUREMENT OFFICE  
 STATE OF HAWAII

From: **Department of Human Services/Social Services Division/Purchase of Service-  
 Grant Management Unit**  
*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): Enhanced Healthy Start (EHS) services Statewide: A voluntary home visiting program that supports families and promotes positive parent child relationships. It consists of two (2) components, Early Identification (EID) and Home Visiting (HV). The EID component provides screenings and assessments to identify prenatal and postnatal women and families at-risk for sub-optimal health, developmental delay and maltreatment. The HV component provides culturally appropriate support services within the family's natural environment and focuses on the reduction of parental/environmental stressors, which is directly related to child maltreatment. HV services are voluntary until child reaches three (3) years of age. The goals of this services are comprised of three broad outcome domains in the continuum of child welfare services: safety, permanency, and child and family well-being.	
2.	Provider Name and Address:	Please see attached.
3.	Total Contract Funds:  Contract Funds per Year (if applicable):	<del>\$2,816,000</del> \$1,408,000.00 <i>epi</i>
4.	Reference number of Previous Request for this Service (if applicable):	
5.	Term of Contract:	Start: 7/1/14  End: 12/31/14

STATE OF HAWAII  
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EXEMPTION FROM CHAPTER 103F, HRS

6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:  
DHS is a secondary purchaser to DOH's Healthy Start procurement providing EHS services for Child Welfare Services' families. DOH did not continue Healthy Start services for State Fiscal Year 2015. This exemption request is to extend the end of the contract terms for the above services for six (6) more months (7/1/14 - 12/31/14) to 1) provide adequate planning time for procurement to formulate EHS Service Specifications that meet DHS needs as there will be significant changes from the current specifications and 2) ensure there will be no break in services to families indentified with Child Welfare Services.

In order to formulate EHS Service Specifications for procurement, DHS is currently in the process of conducting an audit and site visits on EHS contracts to collect data on agency practices, RFI posted on 3/7/14 to collect comments and suggestions from the community, but needs more time to fully complete the competitive procurement process, specifically to work on the service specifications as there will be significant changes from the current specifications.

The projected general timeline for the continued procurement process is:

3/14 - 4/14: Formulation of the Service Specifications for the EHS procurement- Complete and analyze site visits and audit, receive comments and suggestions from the community as requested from RFI, and meet with other Departments who are providing similar services that may be beneficial to EHS

5/14: Finalize Section 2; post Section 2 & hold RFI Meeting #2

6/14 - 7/14: Complete RFP documents & post RFP; hold RFP Meeting

9/14: RFP proposals due

9/14 - 10/14: Complete evaluation process; award contracts

11/14 - 12/14: Complete contract documents, send to providers for signature, obtain approvals

1/1/15: EHS contracts start date

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:  
All of the current service providers will be retained as such during the exemption extension period via Supplemental Contracts until the completion of the procurement including the award and execution of the new contracts. Competitive procurement will help ensure that future services will be provided appropriately to this population both service-wise and financially.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:  
The DHS/POS-GMU has direct responsibility for the contracts that provide this service. Providers must comply with Federal, State, and DHS statutes, rules, and procedures.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:  
Christine Gamboa, POS-GMU Program Specialist

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10. Direct questions to (name & position):	Christine Gamboa
Phone number:	808-586-5687
e-mail address:	cgamboa@dhs.hawaii.gov

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

  
\_\_\_\_\_  
*Department Head Signature*

3/14/14  
*Date*

Barbara Yamashita  
\_\_\_\_\_  
*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: 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 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*

4/8/14  
*Date*

Please ensure adherence to applicable administrative requirements.

Christine  
Gamboa/SSD/DHS@DHS  
04/10/2014 03:15 PM

To Corinne Y Higa/dags@dags  
cc  
bcc  
Subject RE: Exemption Request for Enhanced Healthy Start services

Good afternoon Corinne,

Sorry for the delay and apologize for the mistake on the exemption. The amount stated in the exemption request was an annual amount. The following is the contract amounts and totals for the extension from 7/1/14 - 12/31/14:

Contract #	Agency	Area	Contract Amount
DHS-09-POS-9038	Maui Family Support Services	Molokai	\$22,768.00
DHS-09-POS-9033	Catholic Charities Hawaii	Oahu	\$197,120.00
DHS-09-POS-9035	Young Women's Christian Association	EHI	\$185,856.00
DHS-09-POS-9031	Child Family Service	Kauai	\$87,296.00
DHS-09-POS-9036	Family Support Services West Hawaii	WHI	\$176,000.00
DHS-09-POS-9037	Maui Family Support Services	Maui/Lanai	\$201,104.00
DHS-09-POS-9034	Parents And Children Together	Oahu	\$298,496.00
DHS-09-POS-9032	Child Family Service	Oahu	\$239,360.00
		TOTAL	\$1,408,000.00

Thanks for all your help and patience in this matter. Have a great afternoon :)

Mahalo,  
Christine Gamboa  
POS Program Specialist  
Department of Human Services  
Social Services Division  
810 Richards Street, 4th Floor  
Honolulu, Hawai'i 96813  
Bus: (808) 586-5687  
Fax: (808) 586-4806  
email: cgamboa@dhs.hawaii.gov

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