



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

14 FEB -4 P2:44

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer  
FROM: Department of Health/Developmental Disabilities Division  
*Name of Requesting Department*

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.  
Developed by the American Association on Intellectual and Developmental Disabilities(AAIDD), the Supports Intensity Scale (SIS) is an assessment instrument specific to persons with intellectual disabilities and closely related developmental disabilities - the population served by the Developmental Disabilities Division (DDD). AAIDD is the exclusive copyright holder and publisher of the SIS instrument that specifically examines the supports (resources and strategies) that are necessary to effectively support individuals to live, as much as possible, independently in the community. SIS is a standardized, norm-based assessment tool wherein scores are derived comparing the individual's score with the scores of other people with disabilities. This individual assessment may be used to assist in the development of an individualized service plan and individualized budget. Both a hard copy and electronic version (SIS online) are available.

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| 2. Vendor/Contractor/Service Provider Name:<br>American Association on Intellectual and Developmental Disabilities | 3. Amount of Request:<br>\$0.00                    |
| 4. Term of contract (shall not exceed 12 months), if applicable:<br>From: 3/1/2014 To: 2/28/2015                   | 5. Prior SPO-001, Sole Source (SS) No.:<br>13-035W |

6. Describe in detail the following:  
a. The unique features, characteristics, or capabilities of the goods, service or construction.  
The DDD is requesting a new exemption for the period 3/1/14-2/28/15 as a no-cost extension as only about one third of the work has begun due to the lateness of the start of the project, the workload of staff, and the intensity of the program . The DDD anticipates that the first year of the project will end by 2/28/15. The DDD is simultaneously in the process of seeking Department of Health approval for a multi-year contract. The SIS is used by 19 states and 14 countries and is nationally normed. It has been validated and has inter-rater reliability eliminating the variability among assessors who are the DDD case managers. DDD will be able to consult with other states on the use of SIS, share information and findings, and use/adapt funding guidelines developed by other SIS users. In contrast to other methodologies, SIS evaluates practical support requirements and measures those requirements within 57 life activities and 28 behavioral and medical areas.  
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
Given on-going budgetary constraints and rising demands, it is important to have a method for correctly assessing needs and rationally translating those needs to individualized budgets. Implementing SIS will provide an assessment instrument that reduces the variability among clients so that individuals with similar scores will eventually have similar budgets. The SIS instrument will allow the state to collect data and eventually develop assessment levels so that the budgets will work for the majority of the individuals. This instrument will help the DDD minimize individual subjectivity when establishing budgets and allow the DDD to more fairly allocate limited resources to all of its participants. SIS also captures natural supports (non-paid) that are available to the participant allowing the DDD to maximize non-paid supports before utilizing state dollars.

Q&A

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

The DDD checked the other states like South Dakota, the National Association on State Developmental Disability Directors (NASDDD), other consultants, and on-line to determine that the SIS is the only tool available that address an assessment for individuals with DD/ID. Furthermore, the SIS program is web-based offering more versatility.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

The current Inventory for Client Agency Planning (ICAP) used by DDD is no longer supported. Additionally, ICAP is not normalized (can be compared against other similar individuals) so comparisons cannot be made across similar groups of persons with intellectual disabilities.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

| Name      | Division/Agency | Phone Number | E-mail Address           |
|-----------|-----------------|--------------|--------------------------|
| Jean Luka | DDD/CMB         | 733-9198     | jean.luka@doh.hawaii.gov |
|           |                 |              |                          |

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided is to the best of my knowledge, true and correct.**



Department Head Signature

2/3/14

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 2/5/2014

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

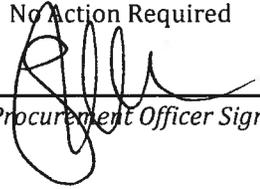
Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 3/1/2014 – 2/28/2015 and is based on department's representation that AAIDD is the copyright holder and publisher of the Supports Intensity Scale (SIS) assessment tool and the SIS is the only tool available that address an assessment for individuals with intellectual and related development disabilities. Sole Source contracts in excess of \$1000,000 require cost or pricing data pursuant to HAR chapter 3-122, subchapter 15 and is required to be documented in the procurement/contract file. This approval is for the solicitation process only, HRS section 103D-310© and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. If there are any questions, please contact Stanton Mato at 586-0566, or Stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required

  
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Chief Procurement Officer Signature      Date 2/18/14