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STATE PROCUREMENT OFFICE
STATE OF HAWAII

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: Health/FHSD/Children with Special Health Needs Branch
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.
A) Thalassemia Clinic Space [One (1) four (4) hour block per week] shall accommodate: the clinic hematologist, geneticist, and genetic counselors to see patients; a minimum of two (2) exam rooms with enough space for counseling activities; physician work area with a phone while the hematologist is on-site; and genetic counselor work area with a phone and computer with internet access while genetic counselors are on-site; B) Thalassemia Clinic support services which shall include: five (5) days/week patient access to staff for appointment scheduling, registration, procedures/test scheduling, sending/receiving dictation, and taking messages; clerical support to the physicians and genetic counselors; provision of patient billing information to the clinic hematologist; proper receipt, handling, and filing of laboratory reports; and preparation of monthly clinic reports to include, but not be limited to, the number and type of patients, number of laboratory tests ordered and results received, insurance type, and reimbursement.

2. Vendor/Contractor/Service Provider Name: Kapiolani Medical Center for Women and Children Accounting Department, 55 Merchant Street, 24th Floor, Honolulu, HI 96813	3. Amount of Request: SBW 2/28/14 ~~$25,000.00~~ $20,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 7/1/2014 To: 6/30/2015	5. Prior SPO-001, Sole Source (SS) No.: SS13-043S

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
Please see attached document

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Since the state mandated Newborn Metabolic Screening Program has the responsibility to provide follow-up for newborns detected with or at-risk for disorders, the availability of thalassemia follow-up services is required. This is especially important since Hawai'i has so many newborns that are found to have thalassemia trait and appropriate education and management needs to be available to keep the children and families healthy.

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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.

Hawaii Community Genetics (HCG), a program under Kapiolani Medical Center for Women and Children, employs the only two pediatric geneticists in the state. It also has the appropriate waiting area, exam and counseling rooms, secure file storage and medical equipment needed to properly conduct the thalassemia clinic. As such, HCG is the only contractor able to provide the proper services, security, and goods necessary to the thalassemia clinic.

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 state does not have the qualified personnel to provide the services. Also, state facilities were investigated, but no state facilities had the appropriate support staffing, waiting area, examination and counseling rooms, secure file storage, and equipment (scales, physical examination tools, etc.) necessary to hold the thalassemia clinic.

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
Gordon Takaki	*FHSD*	*733-8365*	*Gordon.Takaki@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.

FEB 25 2014

for Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 2/28/14

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 7/1/14 - 6/30/15 and is based on the department's representation that KMC is the only group that has a com0prehensive pediatric genetics program with the expertise, facility and support to provide for a thalassemia clinic. This approval is for the solicitation process only, HRS section 103D-310(c) 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

Chief Procurement Officer Signature *Date* 3/11/14

Attachment

6a. The unique features, characteristics, or capabilities of the goods, service, or construction

Approximately 30 newborns per month are identified by the Newborn Metabolic Screening Program to be at risk for thalassemia trait or disease. In order to provide appropriate follow-up to the identified newborns and their families, genetic counseling, physical examination, and DNA mutation analysis must be offered. This information is important to providing management to newborns with a significant thalassemia condition and avoid a possible fatal thalassemic condition in future pregnancies. Hawai'i Community Genetics (HCG) was developed in 2005 and is administratively under the Kapi'olani Medical Center (KMC). HCG is the only comprehensive pediatric genetics program in the state and has the only board certified pediatric geneticists. HCG has the experience with genetics patients and the available space, equipment, secure file storage, and support personnel for the thalassemia clinic. The provision of the comprehensive services requires a team consisting of genetics and hematology professionals. The personnel are available to provide the health services, but clinic space and clerical support (booking appointments, registering patients, etc.) are lacking for the thalassemia clinic. Hawai'i Community Genetics would be able to provide the space and support services which are required for the clinic.