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Submit in Duplicate

STATE OF HAWAII REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department of Health/Child Adolescent Mental Health Division
(Department/Division/Agency)

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

Description of goods, services, or construction:
The role of Clinical Psychologists within the Family Guidance Centers (FGC) is being expanded to include conducting psychological evaluations of children with Severe Emotional and Behavioral Disturbances. CAMHD needs to purchase a basic battery of relevant psychological test materials to support this effort. Test supplies need to be purchased to facilitate efficient use of Psychologists' time. The specific tests were determined through gathering input from all of the Clinical Psychologists in the system. They include the major accepted measures of intelligence for children, personality measures, and behavior rating interviews and questionnaires used nationally to assess children with mental health needs. All the tests chosen have extensive data available on their reliability and validity. The computer scoring programs have been included to assure efficient and reliable use of the testing materials.

Name of Vendor: Harcourt Assessment Address: P.O. Box 0855 Carol Stream, IL 60132	Cost: \$33,021.15 <i>Lump Sum</i>
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Term of Contract: From: Date of CPO Approval <i>9/15/04</i> To: 10/6/04	Prior Sole Source Reference No.:
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The goods, services, or construction has the following unique features, characteristics, or capabilities:
The instruments ordered include individually administered tests of cognitive and intellectual functioning for use with children. Several of the cognitive tests are based on the work of David Wechsler and are solely available through Harcourt Assessment. The Wechsler Intelligence Scale for Children, fourth edition (WISC-IV) provides comprehensive information about cognitive abilities. The Wechsler Abbreviated Scale of Intelligence (WASI) is a related test, which is designed to provide a quick-to-administer screening measure of a child's intellectual ability. The Wechsler Individual Achievement Test, second edition (WIAT-II) measures a child's mastery of basic academic skills including reading, arithmetic, writing and spelling. A trained psychologist can use these instruments in combination to make important clinical determinations such as determining whether there are cognitive difficulties that are relevant to the design of a child's mental health treatment. Accurate interpretation and scoring of the tests is facilitated by specially designed computer software. Without this software, a great deal of staff time would be needed for tedious hand-scoring procedures.

REQUEST FOR SOLE SOURCE (Cont.)

How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

The particular tests ordered were chosen because they are widely accepted as the most useful standardized measures for determining the abilities of children and adolescents in the U.S. These are measures that are used and understood by Hawaii Dept. of Education staff, and they are accepted in federal law for determining whether or not a child is qualified for IDEA and other federal programs based on an educational handicap or mental disability. Use of well-recognized tests facilitates collaboration among child-serving agencies and advances CAMHD's mission.

The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

Harcourt Assessments is the only source for the intellectual and achievement tests ordered. Although other tests are available from this and other companies, they do not have the wide acceptance and recognition of the tests chosen. Also, CAMHD's staff clinical psychologists all have been trained to administer and interpret these tests, and generally they have less familiarity with the other available instruments.

Direct questions to: Rowan Tokunaga Phone: 733-9273

I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.

Chrympe A. Jenkins SEP - 9 2004
Department Head or Designee Date

Title (If other than Department Head)

Chief Procurement Officer's comments:

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Payment is authorized with a single-lump sum purchase order.

Please ensure adherence to applicable administrative and statutory requirements.

Expenditure may be processed through a purchase order: Yes No . If no, a contract must be executed and funds certified.

APPROVED DISAPPROVED

Rowan D. Jenkins 9/20/04
Chief Procurement Officer Date