



**STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE**

14 JUL 15 08:16

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer *ja*  
FROM: Health/DDD/Outcomes and Compliance 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.

State's participation in the National Core Indicator's Project co-sponsored by the National Association of State Directors of Developmental Disabilities Svcs. (NASDDDS) and the Human Services Research Institute (HSRI).

2. Vendor/Contractor/Service Provider Name: NASDDDS	3. Amount of Request: \$13,380.00
4. Term of contract (shall not exceed 12 months), if applicable:  From: <del>07/01/2014</del> <i>7/15/14</i> To: 06/30/2015 <i>ja 9/17/14</i>	5. Prior SPO-001, Sole Source (SS) No.:  <i>SS14-007W ja 9/17/14</i>

6. Describe in detail the following:

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

National Core Indicators (NCI) is a collaborative effort between the National Association of State Directors of Developmental Disabilities Services (NASDDDS) and the Human Services Research Institute (HSRI). The purpose of the NCI is to support NASDDDS member agencies to gather a standard set of performance and outcome measures that can be used to track their own performance over time, to compare results across states, and to establish national benchmarks. The NCI database includes randomly-selected representative samples by state, with roughly 30 states planning to contribute data this year, including Hawaii. The multi-state datasets have been supported by the Centers for Medicare and Medicaid Services (CMS), the Administration on Developmental Disabilities (ADD), and the National Institute on Disability and Rehabilitation Research (NIDRR).

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

Data collected by the state and analyzed by HSRI will compare Hawaii with the 30 other participating states on the mainland in the areas on self-determination, health and safety, choice, control, etc. Information to be used by the state to assess and improve services for recipients of DD services.

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.

There are no other nationally recognized organization in the field of developmental disabilities that has developed survey instruments to assess states' performance on standardized benchmarks and compare results against other participating states. See attached from the NASDDDS.

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 DOH-DDD could have developed its own survey instruments; however, it would be at a much greater cost due to the need to insure the validity and reliability of that data obtained. This procurement is in the best interest to the state as the HSRI engages in continuous quality improvement activities to ensure survey questions and data are valid and reliable.

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
Aaron Arakaki	DOH/DDD/OCB	453-6294	aaron.arakaki@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



Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 7.17.14

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 for the period 7/15/14 to 6/30/15 and is based on the department's determination that the NASDDDS is the only company to offer the NCI, which is the only assessment tool to measure quality of life indicator for people with Intellectual and Developmental Disabilities and is only available through NASDDDS.

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. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file. Department is advised to submit subsequent requests a minimum of 45 days prior to the expiration date to avoid late payments and participation in the NCI Project.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved

Disapproved

No Action Required

  
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Chief Procurement Officer Signature      Date

10/6/14