

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

15 MAY -6 P3:31

TO: Chief Procurement Officer

FROM: Department of Health, Developmental Disabilities Division
Name of Requesting Department

STATE PROCUREMENT OFFICE
STATE OF HAWAII

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

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| 1. Describe the goods, services, or construction to be procured. See attached | |
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| 2. Vendor/Contractor/Service Provider Name: Human Services Research Institute (HSRI) | 3. Amount of Request: \$375,000.00 |
| 4. Term of contract (shall not exceed 12 months), if applicable: From: <u>May 15, 2015</u> To: <u>May 14, 2016</u> | 5. Prior SPO-001, Sole Source (SS) No.: None |

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| 6. Describe in detail the following: a. The unique features, characteristics, or capabilities of the goods, service or construction. What is unique is that HSRI is the only entity that combines the activities required into an organized sequence to yield the policy objectives sought. The Developmental Disabilities Division (DDD) seeks greater efficiency and equity by using assessments to systematically allocate resources per person to increase efficiencies by determining the costs of providing a service at a given level of quality for a particular type of person, improve system equity by allocating resources according to need, and apply resources consistent with policy requirements including community integration and self-direction. HSRI has been instrumental in helping policy makers in multiple jurisdictions achieve greater efficiency and equity in their service systems by developing this systematic sequence of tasks for system redesign. b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department Individuals served by the DDD have disabilities that are life-long and result in significant functional limitations that often require a number of supports and services, and require a substantial commitment of public funds. DDD needs to restructure on a systematic basis to ensure that the array of services adequately reflect the recipient's needs, including duration, intensity and frequency of service. Also, due to growing demands for service; budget constraints; workforce shortages; reliance on legacy and often inefficient services; and mounting mandates for services that promote community integration and self-direction, it is essential that DDD use evidence-based approaches, including a specific algorithm, to determine level and intensity of service and individual budgets for each service recipient. |
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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.

DDD researched potential sources of assistance to achieve the policy and resource allocation goals described. While there are other entities who can fulfill certain aspects of the work that is needed in part (e.g., improving service planning practices), HSRI is the only organization with the proven experience to assist DDD through the entire sequence of tasks required to establish individualized supports budgets for service recipients while also helping DDD to create pathways for a more family and person-centered, and self-directed service system as is required by DDD's statute.

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.

Although JVGA in Texas has some experience with setting support budgets for people with intellectual and developmental disabilities, their experience is limited to one state, using an instrument (Inventory for Client and Agency Planning) that DDD is retiring because this instrument is deficit-based and has weak validity and reliability. No other entity, except HSRI, has the experience with completing this full range of work. Specifically, HSRI is has been, or is currently involved with, over 10 jurisdictions that use the Supports Intensity Scale to redesign the jurisdictions' service systems for individuals with intellectual and developmental 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 |
|--------------|-----------------|--------------|------------------------------|
| Vanessa Lau | DDD | 808.587.6043 | vanessa.y.lau@doh.hawaii.gov |
| Mary Brogan* | DDD | 808.586.5842 | mary.brogan@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.**

Virginia Pressler
Department Head Signature

MAY - 6 2015
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/7/2015

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:

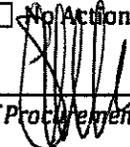
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 5/15/2015 to 5/14/2016 and is based on the department's determination that the Human Services Research Institute is the only vendor that can provide the full complement of services required by the Department of Health, Developmental Disabilities Division for the Supports Intensity Scale (SIS), a resource allocation methodology. The department is reminded that sole source contracts in excess of \$100,000 require certified cost or pricing data pursuant to HAR chapter 3-122, subchapter 15 and are required to be documented in the procurement/contract file. 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 provide proof of compliance and may use the Hawaii Compliance Express) and the award is required to be posted on the Awards Reporting System. Proof of compliance and the awards posting are required to be documented in the procurement/contract file.

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

Approved Disapproved No Action Required



Chief Procurement Officer Signature Date 6/4/15

ATTACHMENT
SPO-001 Question 1
HSRI

1. Describe the goods, services, or construction to be procured.

Develop and implement methodologies and revisions to the Developmental Disabilities Division (DDD) service system so individuals with intellectual and developmental disabilities (I/DD) served by DDD will have their support needs align with resources allocated per person. The DDD has begun training assessors in the administration of the Supports Intensity Scale (SIS). The next phase to be implemented through these services will allow DDD to implement the next phase of its program to develop a resource allocation methodology.

The services provided by the Contractor are:

- 1) identify a statistically valid SIS assessment stratified random sample;
- 2) collect and analyze service expenditure data for each service recipient in the sample to understand the pattern of expenditures;
- 3) analyze sample data for reliability and potential biases,
- 4) review policies and procedures for SIS assessment against best practice standards and benchmarks;
- 5) ensure integrity of data collection;
- 6) analyze support needs and expenditure data, and determine appropriate level assignment;
- 7) establish budget guidelines by level;
- 8) conduct a supports validation study to validate budget levels;
- 9) provide consultation on integrating the SIS assessments into the individual supports planning process;
- 10) develop a "Supports Budget Calculator" for use by case managers during the supports planning process;
- 11) provide an analysis of infrastructure adjustments and service array adjustment needed by DDD to support the resource allocation model;
- 12) develop a communication plan and strategy for stakeholder engagement;
- 13) develop an implementation plan including decision points regarding any fiscal and programmatic impact; and
- 14) provide ongoing technical support throughout all phases of the project.