



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

15 MAY 28 PM 3:33

TO: Chief Procurement Officer

FROM: Health / Disease Outbreak Control Div / Public Health Prep
Name of Requesting Department

ADMINISTRATION
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:

1. Describe the goods, services, or construction to be procured.
The Hawaii State Department of Health (SDOH), with funds provided by the federal Hospital Preparedness Program (HPP) Ebola Preparedness and Response Activities grant, is conducting an Ebola Virus Disease (EVD) preparedness and response initiative to improve the State health care system's readiness for a possible Ebola outbreak. The initiative will focus on efforts to ensure the safety of health care staff and the appropriate care of any future EVD patient. The approach is to support health care facilities that are capable of serving as Ebola referral hospitals for Hawaii, and to assist the local healthcare coalition prepare other frontline hospitals and the overall health care system through Ebola preparedness activities. While the focus will be on preparedness for Ebola, it is highly likely that preparedness for other novel, highly pathogenic diseases will also be enhanced through these activities.

2. Vendor/Contractor/Service Provider Name: Hawaii Hospital Education and Research Foundation	3. Amount of Request: \$246,453.00
4. Term of contract (shall not exceed 12 months), if applicable: <i>Upon approval case</i> From: <u>5/18/2015</u> To: <u>5/17/2016</u>	5. Prior SPO-001, Sole Source (SS) No.: N/A

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.
The Hawaii Hospital Education and Research Foundation (HHERF) is an affiliate of the Healthcare Association of Hawaii (HAH), which is the sole organization representing all of Hawaii's hospitals. HAH has, within its operating structure, an Emergency Management Committee (EMC) that is responsible for fostering mutual support, integration, coordination, and the development of emergency management activities amongst all of Hawaii's hospitals and other HAH coalition members; including acute care, long-term care, and home care facilities.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
According to the HPP Ebola Preparedness and Response Activities grant, hospitals and other healthcare provider organizations must be able to work, not only within their own facilities, but, as a coordinated, integrated response system during a possible Ebola outbreak. HHERF shares the same board members with the HAH, since the members of both organizations are the same hospitals and health care systems in Hawaii. Having the EMC coalition members within HAH under its control, is the most essential feature for SDOH in order for it to meet its requirements under this federal EVD grant and to accomplish its mission.

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.

HHERF and its affiliate, HAH, is well-known to SDOH as the sole organization representing all of Hawaii's hospitals statewide. Although it is mutually beneficial of hospitals and healthcare systems to work collaboratively to ensure favorable public health and medical outcomes, HHERF is the only provider who can coordinate the required effort. Approximately 90% of Hawaii's hospitals are private entities and play critical roles in supporting SDOH's public health and medical needs within the community.

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.

Due to existence of the EMC coalition structure within HAH, out-of-state providers were not considered suitable.

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
Shanon Sheffield	DOCD	(808) 587-6592	shanon.sheffield@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

MAY 27 2015

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/28/15

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, in part, for the period ending 5/17/2016 and is based on the department's representation that the Hawaii Hospital Education Research Foundation is an affiliate of the Healthcare Association of Hawaii, which is the sole source organization representing all of Hawaii's hospitals and is therefore, the only organization in the State that is capable of coordinating, networking and providing training for this Ebola preparedness and response initiative. Approval is denied for costs associated with equipment and supplies, to include, a ferno hydraulic gurney, Iso-pod containment system, hospital personal protective equipment and training supplies. Acquisition of equipment and supplies shall be competitively procured using the appropriate procurement method. Sole source contracts in excess of \$100,000 require certified cost or pricing data pursuant to HAR chapter 3-122, subchapter 15. 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. Copies of compliance, cost or pricing data, and the awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Carey Ann Sasaki at 586-0575 or careyann.r.sasaki@hawaii.gov.

Approved
IN PART!
[Signature]

Disapproved

No Action Required

[Signature] _____
Chief Procurement Officer Signature Date 6/15/15