

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

15 JUN 12 10:37

TO: Chief Procurement Officer

FROM: Health/FHSD/Children with Special Health Needs Branch
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.

(A) A Clinical Reviewer (pediatric geneticist) will review abstracted medical records to confirm, qualify, and evaluate the diagnostic information collected by Hawaii Birth Defects Program surveillance abstractors for accuracy and plausibility.

(B) Rate of Pay: \$100/hour not to exceed \$10,000.

(C) Proposed Work Schedule: Not more than 8 hours/month.

2. Vendor/Contractor/Service Provider Name: Kapiolani Medical Specialists 1319 Punahou Street, Honolulu, HI 96826	3. Amount of Request: <u>\$10,000.00</u>
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>7/1/2015</u> To: <u>6/30/2016</u>	5. Prior SPO-001, Sole Source (SS) No.: <u>SS14-069S</u>

6. Describe in detail the following:

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

See attached document.

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

See attached document.

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.

See attached document.

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.

See attached document.

9. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; 2) completed mandatory training; and 3) who SPO may contact for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Name of Department Personnel	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.*

Virginia Fessler
Department Head Signature

JUN 10 2015
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 6/12/15

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:

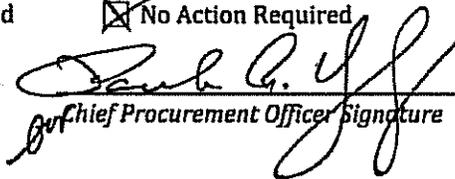
Request is returned with no action required as the department has decided to withdraw their request for sole source.

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

Approved

Disapproved

No Action Required


Chief Procurement Officer Signature

6/30/2015
Date

Sole Source Attachment

Describe in detail the following:

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

Improving Quality through Clinical Review

Purpose of Clinical Reviewer: To review the diagnoses listed on the case abstract or in the case record for accuracy and plausibility. (Background Information on birth defects cases is gathered and compiled by staff in active case ascertainment.) A clinical reviewer should be proficient at disease coding since the literal text of the diagnosis needs to be translated into the most accurate disease code.

Method: Case abstracts or case records are examined by a designated clinical expert.

Outcome Measurements

- Evaluation of the information recorded on the case abstract.
- Identification of abstracting or coding problems.
- Percentage and types of agreement or disagreement with clinical review result.

Quality Assurance

- Update and standardize abstracting and disease coding procedures.
 - Train staff in the deficiencies cited and evaluate compliance concurrently.
 - Increase the volume of clinical reviews, as required.
-

6b. How the unique features, characteristics or capabilities of the goods, service, or construction are essential for the department to accomplish its work.

Utilizing a board certified MD pediatric geneticist will improve Quality Assurance by ensuring quality and accurate data.

Per Guidelines for Conducting Birth Defects Surveillance (page 7-6) from the National Birth Defects Prevention Network (http://www.nbdpn.org/docs/NBDPN_Guidelines2012.pdf):

QA procedures may include documentation (e.g., case finding, abstraction, medical records review, disease coding, data entry), the use of selective data sources, and the development and maintenance of the database infrastructure. Additionally, QA procedures can be implemented when specific outcome measurements require consistently high-quality data. Examples include (1) using an expert clinical reviewer to routinely evaluate case abstracts for data accuracy and thoroughness and (2) conducting medical records reviews to confirm a diagnosis prior to the data being used for projects like rapid case ascertainment, investigative inquiries, or statistical monitoring of trends. QA is cost efficient in the long run. Finding and solving problems can be time consuming and resource intensive, and unless the process is fixed, the same problems will continue to recur.

Maintaining high-quality data requires continual attention to improvement. Program performance is enhanced when quality improvement procedures are integrated into program operations and conducted in a consistent and systematic manner.

Sole Source Attachment

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.

The following is a list of all the geneticists that are MD board certified by the American Board of Medical Genetics in Hawaii. (List can be found by searching <http://www.abmg.org/pages/searchmem.shtml>.)

Hirata, Greigh, Honolulu, HI
Ireland, Julie, Honolulu, HI
Kanis, Adam, MD, PhD, Honolulu, HI
Neidengard, Lee, Kalaheo, HI
Seaver, Laurie, MD, Honolulu, HI
Towner, Dena, MD, Honolulu, HI

It is imperative that the Hawaii Birth Defects Program utilize a board certified MD pediatric geneticist with expertise in dysmorphology and syndromes to be able to provide the services required. This will provide the level of quality assurance that the data needs to have to be analyze and used to perform accurate birth defect surveillance. Of the list, three of them are pediatric geneticists in Hawaii, Julie Ireland, Adam Kanis, and Laurie Seaver. The others on the list do not fit the criteria needed to review the birth defects cases as they work in prenatal genetics, are retired from practice or actually live out-of-state (Lee Neidengard).

Julie Ireland used to work for Kapiolani Medical Specialists in Hawaii Community Genetics but decided that she didn't want to work full-time. She works a few hours a month at Kaiser Permanente doing metabolic genetics only.

Adam Kanis is in the army and used to work at Tripler Army Medical Center until he was transferred to Schofield Barracks. He is not allowed to see patients or do work outside the military.

Laurie Seaver works for Kapiolani Medical Specialists in Hawaii Community Genetics.

Dr. Laurie Seaver has:

- 24 years experience in Clinical/Medical Genetics, with specific interest in congenital anomalies, dysmorphology, and syndrome diagnosis
- 6 years experience as Direction of Fetal Examination Service at Greenwood Genetic Center (conducting autopsy and providing reports related to fetuses with congenital anomalies)
- 10 years experience working with the Neural Tube Defect Surveillance Project (Registry for NTDs) for the state of South Carolina (through the Greenwood Genetic Center) as clinician reviewer/providing education to hospitals/nursing staff/medical staff, etc., related to the Registry and results of the project and including presentation and publication of results.
- Past President (2004) of National Birth Defects Prevention Network (the network of state Birth Defects Registries)
- 8+ years as Director of Hawai'i Community Genetics providing inpatient and outpatient genetic consultation (>500 visits per year)

Curriculum Vitae for Dr. Laurie Seaver is available upon request.

Sole Source Attachment

8. Alternate source. Describe the other possible sources for the goods, services, or constructions that were investigated but did not meet the department's needs.

See #7 from above.