

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: Health Department
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.
SEE ATTACHED PAGE FOR QUESTION ONE

2. Vendor/Contractor/Service Provider Name: Human Resources Research Institute (HSRI) <i>Services Research for 8/25/16</i>	3. Amount of Request: \$0.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>15-May-16</u> To: <u>14-May-17</u>	5. Prior SPO-001, Sole Source (SS) No.: SS 15-066B

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.
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. This is intended 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 design.

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 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.

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 fulfil certain aspects of the work that is needed in part (e.g. improving service 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, and uses 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 has been, or is currently, involved with over ten jurisdictions that use Supports Intensity Scale to redesign the jurisdiction's 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.)

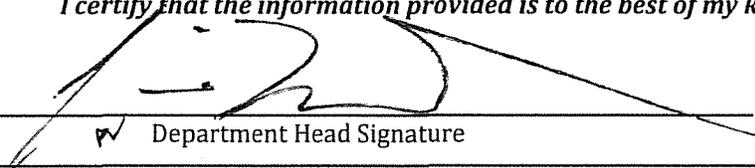
*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Vanessa Lau	DDD	587-6043	vanessa.y.lau@doh.hawaii.gov
Wendy Bullard*	DDD	586-6043	wendy.bullard@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

MAR 24 2016

Date

For Chief Procurement Officer Use Only

Date Notice Posted: March 29, 2016

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 5/15/2016 to 5/14/2017 and is based on the department's determination that 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 and the additional time is needed to complete the assessment. 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 show 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

4/5/16

Date

ATTACHMENT
SPO-001 Question 1
HSRI

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

The Contractor will 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 services to be procured via this Sole Source Request are a no-cost extension of the current contract DDD has with HSRI. The time table of the current contract was significantly delayed when the delivery of the revised software by AAIDD, the American Association on Intellectual and Developmental Disabilities, the holder of the Supports Intensity Scale (SIS) software's copyright, was delayed until last month (February 8th). Also impacting HSRI's timetable was that DDD had an insufficient number of Case Managers trained and certified to administer the SIS assessments, and therefore could not staff the assessment scheduling process. (The revised start date for assessment scheduling is now April, 2016.)

These delays necessitate a revision of the HSRI contract project task schedule because the study could not begin and HSRI's analysis of the DDD assessors' work cannot begin until the research threshold of 200 completed assessments is reached by the DDD assessors. After that threshold is reached, HSRI will work with DDD to develop a resource allocation methodology that will require twelve months of work beyond the May 14, 2016 end of the current contract.

The services to be provided by the Contractor are to:

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