



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: Health/EMSIPS 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.  
Develop, implement, and evaluate a child and family safety curriculum and on-line learning modules that build on previously developed educational resource, "What You can Do to Protect Your Keiki " Developmental Checklist - <http://kipchawaii.org/wp-content/uploads/2016/08/ProtectOurKeike.pdf>. The Keiki Injury Prevention Coalition (KIPC) Developmental Checklist will continue to be utilized by the Hawaii Home Visiting Network (HHVN) in accordance with the Hawaii Department of Health, Maternal and Child Health Branch, HHVN Policy and Procedures Manual - v.1.2.0., established to provide general guidance in the administration of home visiting services, according to the Federal Maternal, Infant, and Early Childhood Home Visiting—Formula Grant. The checklist will be enhanced to provide developmentally based injury prevention content for training home visitors who teach safety practices to families, as part of the recently awarded Core State Violence and Injury Prevention Program (Core SVIPP) grant from the Centers for Disease Control and Prevention.

2. Vendor/Contractor/Service Provider Name: Keiki Injury Prevention Coalition	3. Amount of Request: \$54,680.00
4. Term of contract (shall not exceed 12 months), if applicable:  From: Notice to proceed (est. 11/15/16) To: 12 mths after Notice	5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:  
a. The unique features, characteristics, or capabilities of the goods, service or construction.  
The "What You Can Do to Protect Your Keiki" developmental checklist was produced by the Keiki Injury Prevention Coalition (KIPC), which is the only organization representing all areas of childhood injury prevention in Hawaii. The checklist, used by the HHVN during home visitations, is essential to covering key safety practices for Hawaii's families and reflects the combined knowledge, skills and resources of KIPC. KIPC has within its operating structure members with specific content expertise in child injury prevention, and is responsible for fostering mutual support, collaboration and integration of child injury prevention activities of coalition members and organizations working on related issues statewide.  
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department to accomplish its work.  
According to Hawaii Department of Health, Maternal and Child Health Branch, HHVN Policy and Procedures Manual - v.1.2.0., the HHVN providers shall have policies and procedures in place and appropriate tools to provide safety guidance to families participating in the program as an integral part of early child development. The Keiki Injury Prevention Coalition Developmental Checklist for Young Children is the recommended teaching tool to address safe home and play environments. Utilizing the KIPC Checklist and the additional resources and expertise of KIPC members for the HHVN are the most essential features for the Department of Health to meet requirements of the Core State Violence and Injury Prevention Program (Core SVIPP) grant.

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.  
KIPC is the sole organization representing the majority of childhood injury prevention-related state and community organizations statewide. KIPC is the only provider who can provide the required service. The service required in this procurement will build on the KIPC checklist.

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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.  
 Building on the KIPC Checklist that is currently utilized by the HHVN for providing safety guidance to participating families, KIPC is the sole organization with the resources and members' expertise that can provide the services required to meet the department's needs.

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
Terry Joyce	EMSIPSB	808-733-9217	terry.joyce@doh.hawaii.gov
Therese Argoud	EMSIPSB	808-733-9201	therese.argoud@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

AUG 11 2016  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 8/16/2016

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](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

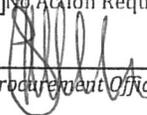
Approval is granted for the period from the Notice to Proceed Date (est. 11/15/2016) to 12 months after the Notice to Proceed Date and is based on the department's representation that Keiki Injury Prevention Coalition is the only organization representing all areas of childhood injury protection in the State of Hawaii and is the producer of "What You Can Do to Protect Your Keiki" which will be utilized by the Hawaii Home Visiting Network (HHVN) in accordance with the Hawaii Department of Health, Maternal and Child Health Branch, HHVN Policy and Procedures Manual - v.1.2.0., established to provide general guidance in the administration of home visiting services, according to the Federal Maternal, Infant, and Early Childhood Home Visiting - Formula Grant. 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 and the awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stanton Mato at 586-0566, or email [stanton.d.mato@hawaii.gov](mailto:stanton.d.mato@hawaii.gov).

Approved

Disapproved

No Action Required

  
Chief Procurement Officer Signature

9/2/16  
Date