



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

Received by
State Procurement Office
08/18/2016

TO: Chief Procurement Officer
FROM: Dept. of Human Services/Division of Vocational Rehabilitation
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.
The Rehabilitation Act as amended requires the designated state unit to work with a Statewide Independent Living Council (SILC) to perform the following functions: (1) Jointly develop and sign in conjunction with the DSU the three year State Plan for Independent Living (SPIL); (2) Monitor, review, and evaluate the implementation of the SPIL; (3) Coordinate activities with the State Rehabilitation Council (SRC); (4) Ensure that all regularly scheduled meetings of the SILC are open to the public and sufficient advanced notice is provided; and (5) Submit periodica reports to the Rehabilitation Services Administration (RSA) Commissioner upon request, and keep such records, and afford such access to records for verification.

2. Vendor/Contractor/Service Provider Name: Statewide Independent Living Council of Hawaii	3. Amount of Request: \$235,208.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 10/1/2016 To: 9/30/2017	5. Prior SPO-001, Sole Source (SS) No.: SS15-091K, SS15-010W, SS13-060W,

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
The Rehabilitation Act as amended requires that the SILC be established outside of the State agency and receive necessary funds (described in the State Plan for Independent Living) to carry out the function of the SILC. The SILC of Hawaii is the only entity that is in compliance with the requirements of the Rehabilitation Act as amended, Title VII, Section 705 and 713 and the SPIL.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
The establishment and funding of the SILC of Hawaii is essential for the DHS/DVR to be eligible to receive financial assistance under Section 705 and 713 of the Rehabilitation Act as amended and to provide independent living servcies to individuals with significant disabilities.

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.

No other provider meets the criteria set forth in the Rehabilitation Act and the SPIL for the composition and appointment of members of the SILC, it functions, and its requirements for funding. See attached Executive Order No. 11-18.

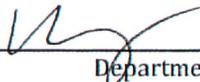
8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.
See attached Executive Order No. 11-18.

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
<i>*Lorene Gokan</i>	DHS/DVR	586-9746	<i>lgokan@dhs.hawaii.gov</i>
<i>Shannessy M. Ahu</i>	DHS/DVR	586-9746	<i>smitchell@dhs.hawaii.gov</i>

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

8/18/10
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 08/22/2016

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 based on the department's representation that the vendor is the only entity that is in compliance with the requirements of the Rehabilitation Act, as amended, and is necessary for the DHS to receive funds to carry out the function of the Statewide Independent Living Council to provide independent living services to individuals with significant disabilities. This approval is for the period 10/1/2016 to 9/30/2017 and is for the solicitation process only. Pursuant to HRS §103D-310(c) and HAR §3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) for all contracts awarded, and the award is required to be posted on the Awards Reporting System. Copies of the compliance and the award posting are required to be documented in the procurement/contract file. When processing payment to vendor, the department shall attach current proof of compliance with the invoice for payment.

The department is also reminded that sole source contracts in excess of \$100,000 require cost or pricing data pursuant to HAR chapter 3-122, subchapter 15 and is required to be documented in the procurement/contract file.

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.

Approved

Disapproved

No Action Required

Mara Smedley

FOI Chief Procurement Officer Signature

8/31/16

Date

EXECUTIVE ORDER NO. 11-1.8

WHEREAS, in 1998, the United States Congress enacted and the President signed the Rehabilitation Act Amendments of 1998, Pub. L. No. 105-220, which amended the Rehabilitation Act of 1973, to “ensure that the federal government plays a leadership role in promoting the employment of individuals with disabilities for meaningful and gainful employment and independent living” and;

WHEREAS, to receive federal financial assistance under the Act, a state is required to establish a statewide independent living council that meets the requirements set forth in Section 705 of the Act (29 U.S.C. § 796d, and 34 C.F.R. § 364.21), including that the council not be established as an entity within a state agency, and that its members be appointed by the governor;

WHEREAS, because Article V, Section 6 of the Hawaii State Constitution prescribes that “[a]ll executive and administrative offices, departments and instrumentalities of the state government and their respective powers and duties shall be allocated by law among and within not more than twenty principal departments,” and to satisfy Section 705 of the Act, Hawaii’s statewide independent living council must be a private organization;

WHEREAS, to “facilitate conformance of [Hawaii’s] law to federal law to ensure eligibility for federal financial assistance for Independent Living Services and Centers,” Conf. Comm. Rept. No. 21 to H.B. No. 1103, Haw. H.J. at 1584 (2009), the Legislature repealed the law that established Hawaii’s statewide independent living council within the Department of Human Services, see Act 97,

A Bill for an Act Relating to Federal Financial Assistance for Independent Living Services and Centers, Sess. Laws of Hawaii at 247 (2009), and noted in S. Stand. Comm. Rept. No. 1320 that Hawaii's council could "instead be established as part of the Title VII State Plan that each state must have in place to receive federal funds," Haw. S.J. at 1484;

WHEREAS, Haw. Rev. Stat. § 29-13 authorizes the Governor to "accept on behalf of the State, the provisions of any act of Congress making grants or allotments of federal aid moneys available for expenditure in the State";

NOW, THEREFORE, I, Neil Abercrombie, Governor of Hawaii, in furtherance of the purposes of Act 97, do hereby order as follows to enable the State to continue to be eligible to receive federal financial assistance under the Act:

1. For purposes of satisfying the requirements of Section 705 of the Act (29 U.S.C. § 796d), Hawaii's statewide independent living council ("Council") shall be a private nonprofit organization that :
 - a. Is incorporated under the laws of the State;
 - b. Has been determined and designated to be a nonprofit organization by the Internal Revenue Service;
 - c. Is registered as a nonprofit corporation at the Department of Commerce and Consumer Affairs;
 - d. Has written bylaws or policies that describe the manner in which it shall fulfill its duties and responsibilities, and conduct its activities;

- e. Complies with all applicable federal and state laws, including Haw. Rev. Stat. ch. 414D;
- f. Does not use state funds for entertainment or lobbying activities;
- g. Allows full access to its records, reports, files, and other related documents and information to the Commissioner of the Federal Rehabilitation Services Administration ("Commissioner"); and
- h. Is headed by a board appointed by the Governor to no more than two consecutive terms of three years, and includes at least:
 - (1) One director of a center for independent living chosen by the directors of all centers for independent living in the State;
 - (2) A nonvoting representative from the Vocational Rehabilitation and Services for the Blind Division ("Division") of the Department of Human Services;
 - (3) Nonvoting representatives from other state agencies that provide services for individuals with disabilities; and
 - (4) Additional voting members, a majority of whom are individuals with disabilities and not employed by any state agency or center for independent living, who are individuals with disabilities, representatives of centers for independent living, parents and guardians of individuals with disabilities, advocates of and for individuals with disabilities, representatives from private businesses, representatives from organizations that provide services for individuals with

disabilities, and who provide statewide representation, represent a broad range of individuals with disabilities from diverse backgrounds, and are knowledgeable about centers for independent living and independent living services.

2. The terms of the initial members of the board of the Council shall be for such fewer number of years as will provide for the expiration of terms on a staggered basis. A member appointed to fill a vacancy occurring prior to the expiration of the term for which a predecessor was appointed shall be appointed for the remainder of such term.

3. The chairperson of the board shall be selected by the voting members of the board annually.

4. The Council shall

- a. Jointly with the Division, develop and sign the State Plan required by the Act;
- b. Monitor, review, and evaluate the implementation of the State Plan;
- c. Coordinate activities with the State Rehabilitation Council and other organizations that address the needs of specific disability populations and issues under other Federal law;
- d. Ensure that all regularly scheduled Council meetings are open to the public and sufficient advance notice shall be provided; and
- e. Submit to the Commissioner such periodic reports as the Commissioner may reasonably request, and keep such records,

and afford such access to such records, as the Commissioner finds necessary to verify such reports.

5. The Council may hold hearings and forums as the Council may determine to be necessary to carry out its duties.

6. The Council shall prepare, in conjunction with the Division, a plan for the use of resources made available through the Act and from any other public or private source, including staff and personnel, as may be necessary and sufficient to carry out the Council's functions. The resource plan shall, to the extent possible, rely on the resources in existence during the period of implementation of the resource plan.

7. The Council shall, consistent with state law, supervise and evaluate staff and other personnel as may be necessary to carry out its functions.

8. While assisting the Council in carrying out its duties, staff and other personnel shall not be assigned duties by the Division or any other agency or office of the State that would create a conflict of interest.

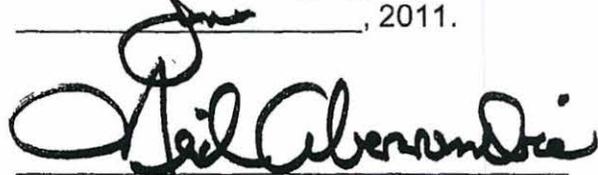
9. The Council may use resources made available through the Act and from any other public or private source to reimburse members of the Council for reasonable and necessary expenses of attending Council meetings and performing Council duties (including child care and personal assistance services), and to pay compensation to a member of the Council, if such member is not employed or must forfeit wages from other employment, for each day the member is engaged in performing Council duties.

10. The Statewide Independent Living Council of Hawaii, the private, nonprofit organization that has served as the State's Council since 1998, satisfies the requirements of Section 705 of the Act (29 U.S.C. § 796d, and 34 C.F.R. § 364.21) and this Executive Order, and is designated to serve as the State's Council, effective immediately.

11. Hereafter, as deemed necessary by the Governor, a new Council may be designated by the Governor, after a notice of intent to designate a different organization to serve as the State's Council inviting organizations interested in serving as the State's Council, to submit written proposals to the Governor for that purpose is published and all written proposals are reviewed and considered.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Hawaii.

DONE at the State Capitol, Honolulu,
State of Hawaii, this 9th day of
June, 2011.


NEIL ABERCROMBIE
Governor of Hawaii

APPROVED AS TO FORM:



DAVID M. LOUIE
Attorney General

STATE OF HAWAII
CERTIFICATE OF CURRENT COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, cost or pricing data as defined in section 3-122-122 and submitted pursuant to section 3-122-125; either actually or by specific identification in writing to the procurement officer in support of Sole Source Request *, are accurate, complete, and current as of August 15, 2016 ***,
(month, date, year)

This certification includes the cost or pricing data supporting any advance agreement(s) between the offeror and the (State) which are part of the proposal. Please type or print:

Vendor / Firm: statewide Independent Living Council of Hawaii 841 Bishop street suite 201 Honolulu, Hawaii 96813	Date of Execution: *** 10/1/2016
Name: shannessy M. Ahu	Title VRS V


(Signature)

Shannessy M. Ahu, VRS V
(Print Name and Title)

8/15/2016
(Date)

(End of Certificate)

* Describe the proposal, quotation, request for price adjustment or other submission involved, giving appropriate identifying number (e.g. RFP Number).

** The effective date shall be a mutually determined date prior to but as close to the date when price negotiations were concluded and the contract price was agreed to as possible. The responsibility of the offeror or contractor is not limited by the personal knowledge of the offeror's or contractor's negotiator if the offeror or contractor had information reasonably available at the time of the agreement, showing that the negotiated price is not based on accurate, complete, and current data.

*** This date should be as soon after the date when the price negotiations were concluded and the contract price was agreed to as practical.

BUDGET

(Period 10/01/16 to 09/30/17)

Applicant/Provider: STATEWIDE INDEPENDENT LIVING COUNCIL OF HAWAII (SIL)
 RFP No.: _____
 Contract No. (As Applicable): _____

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	127,587			
2. Payroll Taxes & Assessments	11,426			
3. Fringe Benefits	19,345			
TOTAL PERSONNEL COST	158,358			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	3,090			
2. Airfare, Out-of-State	2,644			
3. Audit Services	2,150			
4. Contractual Services - Administrative	3,838			
5. Contractual Services - Subcontracts	14,200			
6. Insurance	2,400			
7. Lease/Rental of Equipment	0			
8. Lease/Rental of Motor Vehicle	0			
9. Lease/Rental of Space	24,000			
10. Mileage	300			
11. Postage, Freight & Delivery	500			
12. Publication & Printing	200			
13. Repair & Maintenance	0			
14. Staff Training	1,288			
15. Substance/Per Diem	1,200			
16. Supplies	1,500			
17. Telecommunication	6,000			
18. Transportation	5,500			
19. Utilities	0			
20. Dues & Subscriptions	1,200			
21. Meetings	900			
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	70,910			
C. EQUIPMENT PURCHASES	5,940			
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	235,208			
SOURCES OF FUNDING		Budget Prepared By: Sheryl A. Nelson (808) 585-7452 Name (Please type or print) Phone Signature of Authorized Official Date Sheryl A. Nelson, Executive Director Name and Title (Please type or print)		
(a) Budget Request				
(b)				
(c)				
(d)				
TOTAL REVENUE		For State Agency Use Only Signature of Reviewer Date 8-15-16		