



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

1. TO: Chief Procurement Officer
2. FROM: Health/Developmental Disabilities
Department/Division/Agency

Pursuant to §103D-306, HRS, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following:

3. Description of goods, services, or construction:
Technical assistance and support provided by the National Association of State Directors of Developmental Disabilities Services (NASDDDS) for states participating in the State Employment Leadership Network (SELN) for the period July 1, 2007 through June 30, 2008. Hawaii participated in the SELN in FY 07 and seeks to continue membership in FY 08 and possibly FY 09. In FY 07, \$15,000 was funded under the Small Purchase Method of Procurement.

4. Vendor Name: NASDDDS Address: 113 Oronoco Street Alexandria, VA 22314-2059	5. Price: \$50,000.00
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6. Term of Contract: From: <u>07/01/2007</u> (mm/dd/yyyy) To: <u>06/30/2009</u>	7. Prior Sole Source Ref No. _____
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8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: The technical assistance and support includes administering a self-assessment of positive features as well as weaknesses in the states's employment capabilities, assistance in preparing a state work plan and strategies, developing an employment data system related to disabilities, and ongoing technical assistance and participation in teleconferences on employment issues. (See attached for a more detailed description)

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:
Increasing employment for persons with developmental disabilities is one of four prioritized outcomes in the Division's Strategic Plan. Given the low rate of employment of persons (< 4%) with developmental disabilities, the essential features of the service (assessment of weaknesses in the states's employment capabilities/strengths, assistance in preparing a state work plan and strategies, developing an employment data system related to disabilities, technical assistance and participating in teleconferences on employment issues) will greatly assist Hawaii in creating an infrastructure to increase employment outcomes.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:

There is no other organization in the United States that is capable of providing the depth and scope of services in this specialized area of employment for the specific population. SELN is co-sponsored by the National Association of State Directors of Developmental Disabilities Services (NASDDDS). Due to the lack of employment opportunities for persons with developmental disabilities, NASDDDS (comprised of the 50 states), identified this as a priority issue and developed a process for developing states' infrastructure and increasing capacity for employment for persons with developmental disabilities through the SELN which is limited to 15 participating states.

12. Direct any inquiries to:

Department: Health

Contact Name/Title: Kevin Dierks, Resource Development

13 Phone Number:

733-9167

Fax Number:

733-9841

Expenditure may be processed with a purchase order: Yes No If no, a contract must be executed and funds certified.

Agency shall ensure adherence to applicable administrative and statutory requirements.

14. I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.



MAY 13 2008

Department Head

Date

Reserved for SPO Use Only

15 Date Notice Posted:

5/15/08

Submit written objections to this intent to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
State Procurement Office
P.O. Box 119
Honolulu, Hawaii 96810-0119

16. Chief Procurement Officer's comments:

Based on DOH's representations that this is for annual participation fees, HRS §103D-102(b) states "... this chapter shall not apply to contracts by governmental bodies: (2)(E) For dues and fees of organizations of which the State or its officers and employees are members, ..." For this reason, the request is being returned with no action by the State Procurement Office.

17.

APPROVED DISAPPROVED NO ACTION REQUIRED

Alan S. Fuchs 5/19/08
Chief Procurement Officer Date