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# STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

- 1. TO: Chief Procurement Officer
- 2. FROM: Health/FHSD/Children with Special Health Needs Branch  
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:

A) Thalassemia Clinic Space (One (1) four (4) hour block per week). The space shall accommodate:

1. The clinic hematologist, geneticist and genetic counselors to see patients;
2. Clinic facilities with a minimum of two (2) exam rooms with enough space for counseling activities.
3. Physician work area or shared office space with a phone while the hematologist is on-site during clinic times.
4. Genetic counselor work area or shared office space with a phone and computer with internet access while genetic counselors are on-site.

B) Thalassemia Clinic support services which shall include:

1. Five (5) days/week patient access to staff for appointment scheduling, registration, procedures/test scheduling, sending/receiving dictation, and taking messages.
2. Clerical support to the physicians and genetic counselors working at the clinic.
3. Provision of patient billing information to the hematologist working at the clinic.
4. Proper receipt, handling and filing of laboratory reports.
5. Preparation of monthly clinic reports to include, but not be limited to, the number and type of patients, number of laboratory tests ordered and results received, insurance type, and reimbursement.

4. Vendor Name: Kapiolani Medical Center Address: c/o Hawaii Pacific Health Research Institute 55 Merchant Street, 27th Floor Honolulu, HI 96813	5. Price: <u>\$25,000.00</u>
6. Term of Contract: (mm/dd/yyyy) From: <u>Upon CPO approval</u> To: <u>June 30, 2009</u>	7. Prior Sole Source Ref No. <u>07-045-J</u>

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: Approximately 30 newborns per month are identified by the Newborn Metabolic Screening Program to be at risk for thalassemia trait or disease. In order to provide appropriate follow-up to the identified newborns and their families, genetic counseling, physical examination and DNA mutation analysis needs to be offered. The information provided is important to provide management to newborns with a significant thalassemia condition and avoid a possible fatal thalassemic condition in future pregnancies.

Hawai'i Community Genetics (HCG) was developed four years ago and is administratively under the Kapiolani Medical Center (KMC). HCG is the only comprehensive pediatric genetics program in the state and has the only board certified pediatric geneticist.

HCG has the experience with genetics patients and the available space, equipment, secure file storage, and support personnel for the thalassemia clinic. The provision of the comprehensive services requires a team consisting of genetics and hematology professionals. The personnel are available to provide the health services, but clinic space and clerical support (booking appointments, registering patients, etc.) are lacking for the thalassemia clinic. Hawaii Community Genetics would be able to provide the space and support services which are required for the clinic.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: Since the state mandated Newborn Metabolic Screening Program has the responsibility to provide follow-up for newborns detected with or at-risk for disorders, the availability of thalassemia follow-up services is required. This is especially important since Hawaii has so many newborns that are found to have thalassemia trait and appropriate education and management needs to be available to keep the children and families healthy.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: The state does not have the qualified personnel to provide the services. Also, state facilities were investigated, but no state facilities had the appropriate waiting area, examination and counseling rooms, secure file storage, and equipment (scales, physical examination tools, etc.) necessary to hold the thalassemia clinic.

12. Direct any inquiries to: Department: <u>Health</u> Contact Name/Title: <u>Sylvia Au/State Genetics Coordinator</u>	13 Phone Number: <u>(808) 733-9063</u> Fax Number: <u>(808) 733-9068</u>
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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.***

*Sylvia Au*  
 Department Head

SEP 15 2008  
 Date

Reserved for SPO Use Only	
	15 Date Notice Posted: <u>9/22/08</u>
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: <ul style="list-style-type: none"> <li>Chief Procurement Officer</li> <li>State Procurement Office</li> <li>P.O. Box 119</li> <li>Honolulu, Hawaii 96810-0119</li> </ul>	

16. Chief Procurement Officer's comments:

Pursuant to Procurement Circular 2006-07, Amendment 1, sole source procurements for \$5,000 to less than \$50,000 may be approved by the department head and do not require CPO approval or to be conducted on the HePS. However, sole source procurements are required to be posted on the Procurement Reporting System.

For the above reasons, this request is returned with no action required by the State Procurement Office.

17.

APPROVED  DISAPPROVED  NO ACTION REQUIRED

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Date

*Adam S. Fajka* 9/25/08  
Chief Procurement