



09 APR 20 P2:37

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

- 1. TO: Chief Procurement Officer
2. FROM: Department of Health/Family Health Services Division/MCHB
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:
The distribution of funds received by the Department of Health, Maternal and Child Health Branch (DOH-MCHB) from the 2008 Federal Community Based Child Abuse Prevention (CBCAP) grant for community grant making services through the Hawaii Children's Trust Fund (HCTF) as directed by Hawaii Revised Statute 350B.

Table with 2 columns: Vendor Name, Address, Term of Contract, Price, Prior Sole Source Ref No.

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:
The HCTF was created by HRS 350B to ensure the State of Hawaii's eligibility to receive funds from the Child Abuse Federal Challenge Grant, now entitled CBCAP. HRS 350B established the HCTF as a separate fund of the Hawaii Community Foundation (HCF) with the purpose to strengthen families primarily by the award of grants for primary and secondary prevention activities to prevent child abuse and neglect. For the last 15 years, the DOH has allocated a portion of CBCAP funds to the HCTF for community grant making as this is a recognized strategy for fulfilling CBCAP's intent.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: HRS 350B established the HCTF 15 years ago as a separate fund of the Hawaii Community Foundation (HCF) with the purpose of strengthening families by awarding community-based grants for primary and secondary prevention activities to prevent child abuse and neglect. The HCTF community grant making cycle provides up to three years of funding for community grant awards and allows for one year of proposal development and the review and evaluation process. This process is in alignment with the federal CBCAP award in which funds are received annually and three years are provided to obligate the funds with two additional years to liquidate the funds. Previous contracts for these services have been procured using the 103F process as the HCTF's community based grant making supports the purchase of health and human services. Recent SPO approvals include: RH No. 08-15, approved 4/8/08; RH No. 07-26, approved 4/18/07; PEH No. 06-12, approved 10/12/05; and RH No. 07-07, approved 10/16/06. Previous requests have granted permission for DOH to contract with the HCF.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: There are no alternate sources available. HRS 350B designates the DOH to serve as the lead agency for the public sector and the Hawaii Community Foundation with the responsibility to expend moneys from the trust fund, including grantmaking and the administration of the trust fund.

12. Direct any inquiries to:
Department: Health
Contact Name/Title: Terri J. Byers/Chief, MCHB

13 Phone Number:
733-4044
Fax Number:
733-9078

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

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

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.



Department Head Signature Chiyome Leinaala Fukino, M.D.

APR 17 2009

Date

Reserved for SPO Use Only

15 Date Notice Posted: 4/21/09

Submit written objections to this notice 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:

Request was withdrawn by the department.

17.

APPROVED DISAPPROVED NO ACTION REQUIRED

Chief Procurement Officer

Date