



10 MAY 18 A8:45

STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

- 1. TO: Chief Procurement Officer
- 2. FROM: Department of Health, Kauai District Health Office
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:
Vendor is to serve as fiscal agent for two community coalitions which were solicited to participate in project as proposed to the CDC (per CDC specifications) but do not have legal standing to contract with the state. Please see attached "Scope of Work" for the two coalitions - Get Fit Kauai and Kauai Path.

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| 4. Vendor Name: Na Lei Wili Area Health Education Center Address: 4442 Hardy Street Room 205 Lihue, HI 96766 | 5. Price: <u>\$450,000</u> |
| 6. Term of Contract: (mm/dd/yyyy) From: <u>4/19/2010</u> To: <u>3/18/2012</u> | 7. Prior Sole Source Ref No. _____ |

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: The CDC ARRA funded Communities Putting Prevention to Work Cooperative Agreement Announcement specified its intent to fund applications from applicants with "active coalitions and demonstrated experience working with community leaders to implement policy, systems, and environmental change strategies". Partners are to include already existing community coalitions working in the areas of policy and environmental change physical activity and nutrition. The existing coalitions - Kauai Path and Get Fit Kauai are very actively involved across a broad spectrum of the community but do not have 501(c) (3) status since their memberships include multiple community agencies and groups. Since a "coalition" is by definition an alliance of distinct parties and agencies within the community it is by nature a unique entity.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: Both Kauai Path and Get Fit Kauai are comprised of members from across the community including state county agencies, schools, state agencies and the community college in addition to individual members. Various task forces are working on changing the built environment to encourage activity, safe routes to school, "walking school buses," cross walk location and signage, safe bicycling for fun and transportation, integrating public transportation into physical activity, healthy foods, availability of local foods, farmers markets, community and school gardens, etc. We are not aware of other community coalitions that do this type of work. If there were any others they would have been invited as partners in the proposal to the CDC as well.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: We are not aware of other sources, every local agency or community group that does this type of service was invited to participate in the application to CDC.

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| <p>12. Direct any inquiries to: Department: <u>Health, Kauai DHO</u> Contact Name/Title: <u>John Hunt, PHAO</u></p> | <p>13 Phone Number: <u>241-3497</u> Fax Number: <u>241-3480</u></p> |
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Expenditure may be processed with a purchase order/pCard: 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.*


MAY 10 2010
 Department Head Signature Date

Reserved for CPO Use Only

15 Date Notice Posted: 5-18-10

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 Comments:

Request is disapproved as department should have utilized HAR Chapter 3-122, subchapter 4.5 source selection for federal grants, to select a provider or providers for a federal grant. The department shall resubmit as a procurement violation under HRS Chapter 103D explaining why the department did not comply with the procurement code.

17.

APPROVED
 DISAPPROVED
 NO ACTION REQUIRED


7/1/2010
 Chief Procurement Officer Date

Scope of Work

Na Lei Wili Area Health Education Center (Kauai AHEC)

\$450,000

1) Name of Contractor: Na Lei Wili Area Health Education Center (AHEC)

2) Method of Selection: Sole Source

This organization is acting as the fiscal agent for the following sub-recipients:

- Get Fit Kauai–Nutrition and Physical Activity Coalition (GFK)
- Kauai Path (KP)

Each of the above organizations are the only ones on the island doing the kind of work they are being contracted to do.

3) Period of Performance: Contract award date April 19, 2010 to March 17, 2012

4) Scope of Work:

a) Get Fit Kauai—NPAC:

- i) Implement the Safe Routes to School Program in all elementary schools
 - (1) Evaluate children’s transportation through parent survey in all 10 elementary schools and 3 middle schools.
 - (2) Develop county wide SRTS plan
 - (3) Prioritize schools for implementation
 - (4) Implement SRTS best practices in all elementary schools
 - (5) Develop next steps for SRTS program components that grant will not fund (ie. sidewalk construction)
- ii) Develop local produce in restaurants promotion
 - (1) Work with Malama Kauai on Keep it Local Campaign
 - (2) Develop promotional seal for restaurant program/campaign to recognize/highlight restaurants that buy local agriculture products.
 - (3) Identify restaurants that are willing to buy local produce.
 - (4) Link farmers with restaurants for sourcing.
 - (5) Promote restaurants that “buy local.”
- iii) Develop local produce in grocery stores promotion.
 - (1) Work with Malama Kauai on Keep it Local Campaign.
 - (2) Develop promotional program/campaign to recognize/highlight grocery stores that buy local agriculture products.
 - (3) Identify grocery stores to partner with (e.g.: Foodland and Big Save).
 - (4) Link farmers with grocers for sourcing.
 - (5) Promote grocers that “buy local.”
 - (6) Promote farmers in grocery stores.

- iv) Develop system for EBT card purchases at Farmers markets.
 - (1) Work with Dept of Human Services to assess assets and barriers.
 - (2) Purchase EBT machine and necessary wireless service.
 - (3) Develop system for EBT transactions.
 - (4) Develop paper scrip or tokens for EBT clients to use.
 - (5) Pilot at one farmers market.
 - (6) Expand to others farmers markets as feasible.

- v) Provide Kauai Economic Opportunity (KEO) with incentive \$ to purchase local produce and healthier foods for:
 - (1) Head Start
 - (2) other preschool meals provided.

- vi) Provide matching funds to Landmark Consulting LLC to complete the North Shore Path Alternatives Report (NSPAR) plan (partial budget to supplement Kauai Path \$ provided).

- vii) Work with Ho`ola Lahui Hawaii's, Hu`i Ho`ola Maika`i program on targeted outreach to Native Hawaiians.
 - (1) Hu`i Ho`ola Maika`i will work with two Hawaiian schools to develop policies on limiting unhealthy food in schools.
 - (2) A parent education component will be developed and implemented.
 - (3) Community outreach to Native Hawaiians will be conducted, including:
 - (a) Input into shaping media messages that resonate with the population.
 - (b) Assessment of community needs to develop more healthy behaviors.
 - (c) Chronic disease prevention classes will be facilitated for Native Hawaiians at high risk of diabetes and/or heart disease.

Work with

Kauai Community College (KCC) to

viii) Change policy to augment culinary arts program to:

- (1) incorporate healthy local cuisine
- (2) market and promote new offerings

ix) Sustainable agriculture program

- (1) Stipends for gardening/farming teachers
- (2) Scholarships for economically disadvantaged students to take:
 - (a) farming classes
 - (b) gardening classes

(3) Subsidize operational costs for newly developed KCC Farmers' Saturday Markets.

x) Work with Filipino community to improve diet and physical activity opportunities. Community outreach to Filipino communities will be conducted, including:

- (1) input into shaping media messages that resonate with the population.
- (2) assessment of community needs to develop more healthy behaviors.
- (3) chronic disease prevention classes will be facilitated for Filipinos at high risk of diabetes and/or heart disease.

b) AHEC Breastfeeding Program

- i) Hire a 0.5 FTE breastfeeding/nutrition paraprofessional to work on:
 - (1) Breastfeeding policy change in two hospitals
 - (2) Nutrition and gardening education for WIC clients
- ii) Allocate travel funds to team members for CPPW required events

c) **Kauai Path:**

- i) Hire 0.5 FTE Executive Director.
- ii) Implement the bicycling component of a comprehensive of SRTS program including:
 - (1) Bicycle instructor training
 - (2) Youth training in safe cycling skills
- iii) Walking & Bicycling map:
 - (1) Needs assessment:
 - (a) Interview key stakeholders re: content
 - (2) Development
 - (a) Solicit bids
 - (b) Print 10,000 pieces
 - (c) Distribute to:
 - (i) retail outlets
 - (ii) schools
 - (iii) County offices
 - (iv) recreational organizations
 - (v) State Department of Transportation
- iv) North Shore Path Alternatives Report (NSPAR) plans for a system of multi-use non-motor vehicle trails linking Kauai's North Shore communities. Kauai Path will:
 - (1) Negotiate contract for consulting services for plan development including:
 - (a) community input process
 - (b) land use assessment
- v) West Side Path Alternatives Report (WSPAR) plans for the development of plans for a system of multi-use non-motor vehicle trails linking Kauai's West Side communities. Kauai Path will:
 - (1) meet with West Side community leaders
 - (2) negotiate contract for consulting services for:
 - (a) community input meetings and
 - (b) consensus building process
 - (c) documentation of local community consensus for desired outcomes.

- vi) Sustain attractive active lifestyle opportunities through community volunteer infrastructure by:
 - (1) forging new policies with State and County agencies for the coordinated volunteer stewardship of active transportation, hiking trail, and linear park (multi-use pathways) facilities
 - (2) strengthening existing earned media channels to cultivate long-term participation
- developing educational outreach activities