



P2:07

STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

- 1. TO: Chief Procurement Officer
- 2. FROM: HEALTH/Developmental Disabilities/Disability Supports 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:
 The Brain Injury Association of Hawaii will be contracted to: 1) develop a framework for a brain injury resource center; and 2) promote education and awareness of brain injury through a statewide conference. More specifically, the Brain Injury Association of Hawaii will focus on the design of the core components of a brain injury resource center that include, but are not limited to: 1) administration; 2) education; 3) public awareness; 4) outreach; 5) advocacy; 6) implementation; and 7) sustainability. The brain injury conference will focus on brain injury awareness, education on brain injury, and best practices in the field of brain injury.

4. Vendor Name: Brain Injury Association of Hawaii
 Address: 420 Kuwili Street, Ste 103
 Honolulu, HI 96817

5. Price:
\$165,000

6. Term of Contract:
 (mm/dd/yyyy) From: 2/1/2011 To: 1/31/2012

7. Prior Sole Source Ref No. _____

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: The design and development of core components of the brain injury resource center will assist the Brain Injury Association of Hawaii to provide individuals with brain injury and their families statewide with needed supports. A major feature of this contract requires the Brain Injury Association of Hawaii to secure funds for implementation of the resource center for 12 months following the end of this contract. Moreover, this contract will require the Brain Injury Association of Hawaii to develop and submit to the Department of Health a 5-year plan for sustaining the resource center.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: The Developmental Disabilities Division does not have the personnel resources and funding to develop and implement a resource center for brain injury. In accordance with 321H-4, neurotrauma special funds can be utilized to provide education on neurotrauma (i.e. brain injury, spinal cord injury, and stroke) and to assist individuals with neurotrauma injuries and their families to identify and access needed supports. Through the design, development and future implementation of a brain injury resource center, the Brain Injury Association will be able to accept referrals from the Division and other service organizations to assist individuals with brain injury and family members to obtain access to needed supports.

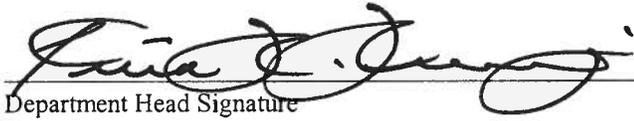
11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: There are no other sources in the community that are dedicated to provide supports to individuals with brain injury and their family members.

12. Direct any inquiries to: Department: <u>Health</u> Contact Name/Title: <u>Aaron Arakaki, Public Health Supervisor</u>	13 Phone Number: <u>808 453-6294</u> Fax Number: <u>808 453-6217</u>
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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.*

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 Department Head Signature

1/19/11
 Date

Reserved for CPO Use Only

15 Date Notice Posted: 1/24/2011

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. CPO COMMENTS:
 In conversation with SPO staff, Mr. Aaron Arakaki acknowledges that he is aware that written delegated procurement authority and mandatory procurement training is required before participating and conducting any procurement. This approval is:

- conditioned upon Mr. Arakaki not participating in any procurement activities until he has received both written delegated procurement authority and has completed the appropriate mandatory procurement training requirements for the applicable procurement method, pursuant to Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05;
- based on the department's representation that the Brain Injury Association of Hawaii is the only organization that has the expertise and personnel dedicated to providing support to individuals and families with brain injury;
- for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply; and
- with the requirement that sole source contracts in excess of \$100,000 require cost or pricing data pursuant to HAR chapter 3-122, subchapter 15.

This award is required to be posted on the Awards Reporting System.

17.
 APPROVED DISAPPROVED NO ACTION REQUIRED Adams - Fujita 2/3/2011
 Chief Procurement Officer Date