



11 MAY -2 P2:24

STATE PROCUREMENT OFFICE
STATE OF HAWAII
NOTICE & REQUEST FOR SOLE SOURCE

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

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

3. Description of goods, services, or construction:

Developed by the American Association on Intellectual and Developmental Disabilities (AAIDD), the Supports Intensity Scale (SIS) is an assessment instrument specific to persons with intellectual disabilities and closely related developmental disabilities - the population served by the Developmental Disabilities Division (DDD). AAIDD is the exclusive copyright holder and publisher of the SIS instrument that specifically examines the supports (resources and strategies) that are necessary to effectively support individuals to live, as much as possible, independently in the community. SIS is a standardized, norm-based assessment tool wherein scores are derived comparing the individual's score with the scores of other people with disabilities. This individual assessment may be used to develop an individualized service plan and individualized budget. Both a hard copy and electronic version (SIS online) are available.

4. Vendor Name: AAIDD

Address: 444 North Capitol Street, NW
Suite 846
Washington, DC 20001-1512

5. Price:

\$616,115.00

6. Term of Contract:
(mm/dd/yyyy)

From: 06/15/2011

To: 06/14/2012

7. Prior Sole Source Ref No.

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:

SIS is used by 19 states and 14 countries and is nationally normed. It has been validated and has inter-rater reliability eliminating the variability among assessors who are the DDD case managers. In addition to providing confidence that the instrument has been tested across many similar populations, because the tool is used by so many other states, DDD will be able to consult with other states on the use of SIS, share information and findings, and use/adapt funding guidelines developed by other users. In contrast to other methodologies, SIS measures support needs while other assessment instruments measure adaptive behavior (individual competencies/deficits). SIS also considers behavioral/medical challenges in its rating scales whereas other instruments do not. The SIS tool also assesses for unpaid natural supports that are available to the client so that DDD could save state dollars by using natural instead of paid support. Finally, the SIS is a "bell-curve" system that, when correlated with individual budgets, can correctly predict the expenses for most individuals. Each client is still provided an individual plan and budget that meets the support needs of the individual, but the budget is within established budgetary guidelines for the individual's score. This will enable DDD to more effectively manage its services budget and project future budget adjustments for its program. Note: This sole source request is only for the SIS instrument and does not include the work to correlate the SIS score to a budget.

REQUEST FOR SOLE SOURCE (Cont.)

Submit in Triplicate

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

Given ongoing budgetary constraints and rising demands (both in terms of people and services), it is important to have a method for accurately assessing needs and rationally translating those needs to individualized budgets. Implementing SIS will provide an assessment instrument that reduces the variability among clients so that individuals with similar scores will eventually have similar budgets. The SIS instrument will allow the state to collect data and eventually develop assessment levels so that the budgets will "work" for majority of the individuals.

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

The current Inventory for Client Agency Planning (ICAP) used by DDD is not supported by updated information or is web-based. Additionally, ICAP does not have interrater reliability and thus, scores can vary greatly depending on the evaluator. Additionally, the ICAP's norms are obsolete and comparisons cannot be made across similar groups of persons with disabilities.

12. Direct any inquiries to:

Department: Department of Health
Contact Name/Title: Jean Luka, Contracts Supervisor

13 Phone Number:
(808) 733-9178
Fax Number:
(808) 733-9182

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.*


Department Head Signature

5-2-11
Date

Reserved for CPO Use Only

15 Date Notice Posted: 5-2-11

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

REQUEST FOR SOLE SOURCE (Cont.)

Submit in Duplicate

16. Chief Procurement Officer's comments:

Procurement Delegation No. 2010-01, Amendment 1 states “. . .procurement requests submitted to the SPO from departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned.” The SPO has not received from the department the appropriate form SPO-036 nor is there a record of attendance at the appropriate mandatory procurement training for the contact person.

17. APPROVED DISAPPROVED NO ACTION REQUIRED

Andrew J. [Signature]
Chief Procurement Officer

5/3/2011
Date