

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

11 SEP 21 P 3:00
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Dept. of Health/Family Health Services Division/Maternal and Child Health Branch/Adolescent Health
Name of Requesting Department

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

1. Describe the goods, services, or construction to be procured. The DOH has been awarded a 3 year teen pregnancy prevention grant to implement the Wyman Center, Inc.'s Teen Outreach Program (TOP). MCHB requests to procure the goods and services of the Wyman Center which includes: certification and re-certification as an official Certified TOP Partner; training for two Certified TOP Trainers at Wyman; 11 print copies of TOP's Changing Scenes Curriculum; up to 8 hours of technical support per year; tools to monitor quality (surveys, checklists, etc.); and a report or compilation of the data provided to Wyman.	
2. Vendor/Contractor Name: The Wyman Center (Eureka, MO 63025)	3. Amount of Request: \$ \$48,500
4. Term of contract (shall not exceed 12 months), if applicable: From: 1-Oct-11 To: 30-Sep-14	5. Prior Sole Source Ref No.: N/A
6. Features: Describe in detail the unique features, characteristics, or capabilities of the goods, services or construction. Wyman Center holds the copyright for the TOP program and the sole organization that: certifies and re-certifies Hawaii to be an official Certified TOP Partner; provides the training needed to have Certified TOP Trainers in Hawaii who can train and monitor other TOP facilitators; makes 11 printed copies of TOP's Changing Scenes Curriculum available for the number of planned TOP club sites; up to 8 hours of technical support to the DOH each year; enables the DOH to access the program tools to monitor process and program quality (surveys, checklists, etc.); and a report or compilation of the data provided to Wyman by each of the 18 TOP teen clubs each year.	
7. Essential features: Describe in detail how the unique features, characteristics, or capabilities of the goods, services, or construction are essential for the department to accomplish its work. The grant application developed specifically for the TOP is an evidence-based, 9 month out-of-school teen pregnancy prevention (TPP) program that consists of a 4 level age-appropriate teen club curriculum that targets at-risk youth 12 to 17 years of age. TOP is a comprehensive, high-quality program model that met the requirements of the Personal Responsibility Education Program grant and for which the grant award was made to the DOH to implement to meet the over-arching goal of reducing teen pregnancies and births.	
8. Describe the efforts and results in determining that this is the only vendor/contractor who can provide the goods, services or construction. The Wyman Center owns all intellectual property and copyright associated with TOP and TOP's Changing Scenes curriculum.	

9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

The grant application was developed specifically to use Wyman Center's Teen Outreach Program to reduce teen pregnancies and births. The grant award by the Administration for Children and Families (ACF) awarded DOH this 3 year grant to provide this specific program to the adolescents of Hawaii County.

10. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; and 2) completed mandatory training.

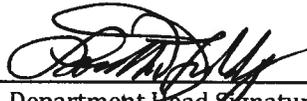
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Gordon Takaki	FHSD/DOH	808 733-8365	gordon.takaki@doh.hawaii.gov
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Helene Kaiwi	FHSD/DOH	808 733-9094	helene.kaiwi@doh.hawaii.gov

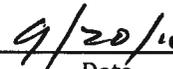
Department shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Price Data if required.

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided is to the best of my knowledge, true and correct.



 Department Head Signature



 Date

For Chief Procurement Officer Use Only

11. Date Notice Posted: 9/23/11

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer
State of Hawaii
P.O. Box 119
Honolulu, HI 96810-0119

12. Chief Procurement Officer (CPO) 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 may resubmit as a procurement violation explaining why the department did not comply with the procurement code.

Approved

Disapproved

No Action Required

Andrew J. Jager 10/20/2011
Chief Procurement Officer Signature Date