



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

'12 FEB 28 P12:05

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Commerce and Consumer Affairs, PVLD  
*Name of Requesting Department*

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

1. Describe the goods, services, or construction to be procured.  
Continue to provide the Nurse Aide Competency Evaluation (written and practical examination) for the certification of nurse aides and for the maintenance of the Hawaii Nurse Aide Registry in compliance with the federal Omnibus Budget Reconciliation Act (OBRA) of 1987.

2. Vendor/Contractor/Service Provider Name: American Red Cross	3. Amount of Request: None.
4. Term of contract (shall not exceed 12 months), if applicable: From: 29-Feb-12 To: 28-Feb-13	5. Prior SPO-001, Sole Source (SS) No.: NA

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.  
Have a minimum of three (3) years experience in the development and administering of the Nurse Aide Competency Evaluation in accordance with OBRA. Have a minimum of two (2) years experience in the maintenance of a nurse aide registration that meets the requirements of OBRA and the current statewide registry, which requires conformance with federal and state guidelines. Ability to administer the Nurse Aide Competency Evaluation by providing a permanent test center on each major island in the State, provide monthly "in-facility" testing on each major island in the State and able to provide qualified registered nurses on each major island in the State to administer the clinical skill evaluation for nurse aide certification. Ability to provide reports on registry data in a timely manner.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department to accomplish its work.  
The OBRA 1987 and a series of issuances from the Department of Health and Human Services - Health Care Financing Administration established the minimum requirements for nurse's aide competency evaluation programs for nurse aides employed by a skilled nursing facility. The evaluation of individual nurse's aide competence in the United States is implemented by state authorities in separate jurisdictions. In Hawaii, the implementing agencies are the Departments of Human Services, Commerce and Consumer Affairs and Health.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

To be in compliance with the OBRA 1987, it is vital that the State maintains the ability to certify nurse aides employed by federally funded skilled nursing facilities. The American Red Cross has the capability of providing uninterrupted service of providing the Nurse Aide Competency Evaluation and more importantly, the maintenance of the nurse aide registry. This ensures that certified nurse aides employed by a skilled nursing facility has met the minimum requirements and have no substantiated findings of abuse or neglect.

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

There are other exam providers who maintain the nurse aide registry for other states, however, it has not been confirmed if these exam providers can provide the monthly Nurse Aide Competency Evaluation on each major island.

9. 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; 2) completed mandatory training; and 3) who SPO may contact for follow up inquiry, if any.

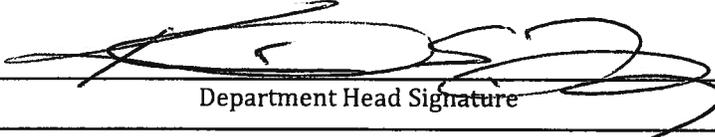
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	E-mail Address
Celia Suzuki	PVLD	586-2690	Celia.C.Suzuki@dcca.hawaii.gov
Dawn Kubota	PVLD	586-2711	Dawn.M.Kubota@dcca.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing 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

2/23/2012  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 2/29/2012

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:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Request is disapproved as it does not meet the requirements of a sole source procurement pursuant to HRS §103D-306, as other vendors are able to fulfill the requirements. SPO was informed that the department will use the appropriate method of procurement to fulfill their requirements.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved

Disapproved

No Action Required

Adams. J. J. 3/1/2012  
Chief Procurement Officer Signature Date