



**STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE**

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STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Health/DDD/Outcomes and Compliance Branch *cf*  
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.

The Department of Health's Neurotrauma Supports program is purchasing Hawaii Health Information Corporation annual membership to allow 2 neurotrauma staff to obtain neurotrauma (stroke, spinal cord injury, and traumatic brain injury) data encompassing hospital and emergency department admissions/discharges. Individual, de-identified data will allow the neurotrauma program to gain a better understanding of Hawaii's incident rate of neurotrauma injuries and staff to improve the system of supports of individuals with neurotrauma and their families. Examples of data fields include: type of injury, age, sex, location of residence, length of stay, cost of treatment(s), cause of injury, etc.

2. Vendor/Contractor/Service Provider Name: Hawaii Health Information Corporation	3. Amount of Request: \$30,250.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <del>1 Jul 13</del> <i>7/26/13</i> <i>SSM</i> <i>7/26/13</i> To: <del>6/30/2014</del> <i>7/25/14</i> <i>SSM</i> <i>7/26/13</i>	5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

Hawaii Health Information Corporation (HHIC) is the only health care information organization that currently collects, analyzes and produces reports on discharge data from hospitals statewide; therefore, it is impractical to attempt to contract with another entity to engage in a similar type of activity. Hospitals would be very reluctant to establish new agreements and fiscal arrangements with another entity to replicate what is being done by HHIC.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

The data obtained from HHIC enables the neurotrauma program to plan, develop, and coordinate supports for individuals with neurotrauma injuries.

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.

The HHIC is the only entity in the State that has formal agreements with hospitals statewide to obtain hospital admission and emergency department data. It would not be in the best interest of the state, department, division, and branch to have the program try and establish agreements with each hospital statewide to provide data to the program as the program does not have an IT infrastructure in place to collect and analyze the data of 5,000 records on an annual basis.

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.

The HHIC is the only entity in the State that obtains hospital admission and emergency department data from hospitals statewide.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

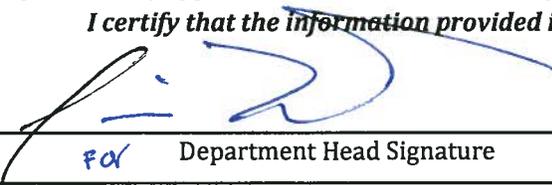
\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Aaron Arakaki	DOH/DDD/OCB	453-6294	aaron.arakaki@doh.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.**

  
 \_\_\_\_\_  
 FOX Department Head Signature

7-25-13  
 \_\_\_\_\_  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 7/26/13

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:

Approval is for the period 07/26/13 to 07/25/14 and is based on the department's representation that Hawaii Health Information Corporation is the only organization that collects, edits and enables access to Hawaii's hospital discharge (inpatient) and emergency department data. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stanton Mato at 586-0566, or [stanton.d.mato@hawaii.gov](mailto:stanton.d.mato@hawaii.gov).

- Approved       Disapproved       No Action Required

Stanton D. Mato      8/2/2013  
Chief Procurement Officer Signature      Date