



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

13 OCT 11 A10:41

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Health/Emergency Medical Services

Handwritten signature

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.
(A) An EMS Training Consultant is needed to advise the Department regarding curricula and syllabi, instructor qualifications, and facilities of training courses offered to emergency medical services personnel as required by HRS 321-221.
(B) Rate of Pay: \$50.00 per hour
(C) Proposed Work Schedule: Not more than 8 hours a week

Table with 2 columns: Vendor/Contractor/Service Provider Name, Amount of Request, Term of contract, 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.
The EMS Training Consultant is an individual with extensive knowledge & experience in education of EmergencyMedicalServices(EMS) providers and of the EMS system in Hawaii. The DeptofHealth(DOH) has statutory responsibility under HRS 321-221 to: "Review and approve the curricula and syllabi of training courses offered to emergency medical services personnel who provide basic, intermediate, and advanced life support, consult and coordinate with the University of Hawaii, or any other accredited community college, college, or university, or any professional organization that provides emergency medical services training, regarding the training for basic,intermediate,and advanced life support personnel, as provided in section 321-229;" and "Establish and maintain standards for emergency medical services course instructor qualifications and requirements for emergency medical services training facilities."
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
In order to fulfill these obligations, the DOH is seeking someone to:
• Act as an EMS educational expert resource to advise and assist the Director to perform the above stated functions.
• Work collaboratively with all state EMS constituents including public and private ambulance service providers, hospitals, physicians and others to identify and address state EMS training and education needs.
• Develop an effective review and approval process for new proposed EMS training and education courses.
• Periodically review existing EMS courses, instructors and facilities and advise the Department regarding any deficiencies.
• Maintain knowledge of current education and training trends to keep state EMS training programs up to date with the latest learning strategies and technologies.
• Provide the State EMS Advisory Committee support in addressing EMS training and education goals and objectives it may develop.
• Interact with the National Association of Emergency Medical Services Officials (NASEMSO) Education Section on behalf of the DOH.

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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.

While lower levels of emergency medical services training are conducted at multiple sites throughout the state, there is currently only one institution that provides EMS training at all levels, including advanced life support/paramedic training program. Kapiolani Community College (KCC) has the state's only comprehensive Emergency Medical Services training program. Their EMS Program Director is responsible for assuring all EMS programs meet all criteria necessary to maintain the program's accreditation standards, and comply with accreditation policies and procedures. To qualify for the position of Program Director, an individual must have extensive experience as an educator in EMS training programs at all levels. It is felt that the individual who holds the position of Program Director for KCC's EMS Training program is the appropriate person to assist DOH.

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.

Qualifications: The DOH has no employees with qualifications for EMS Training Consultant. There are potentially others who are EMS educators in Hawaii with some of the necessary qualifications to provide these services, none of them are daily charged with the level of understanding of national EMS program standards, accreditation requirements, and other criteria to evaluate course curricula and syllabi that is required of the Program Director of the KCC EMS Training Program. Individuals outside of the state who are educators responsible for EMS training programs may be qualified to provide these services. However, it would not be practical or cost effective to provide many of the services required with an out of state contractor.

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
Terry Joyce	Emergency Medical Svcs	733-9210	terry.joyce@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.



 Department Head Signature

10/10/13

 Date

For Chief Procurement Officer Use Only

Date Notice Posted: 10/14/13

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:

This request is disapproved as there are other vendors able to conduct training within this State or from the mainland. Department should utilize the appropriate method of procurement or submit form SPO-07, provided sufficient justification can be made why it is not practicable or advantageous to competitively procure for the goods or services required.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

Approved

Disapproved

No Action Required

Charles J. Fejo
Chief Procurement Officer Signature

10/17/2013
Date