

STATE OF HAWAII
 NOTICE OF AND REQUEST FOR EXEMPTION
 FROM CHAPTER 103F, HRS

To: Chief Procurement Officer

From: Dept. of Health - Tobacco Settlement Project
Department/Division/Branch or Office

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1.	Title and description of health and human service(s):	Amendment to PEH No. 07-32A to include other providers. In addition to Kalihi Palama Health Center and Ho'Ola Lahui Hawaii, the Healthy Hawaii Initiative (HHI) Nutrition Education Network (NEN) - Food Stamp Nutrition Education (FSNE) Program wishes to contract with additional and other community/non-government providers. The HHI NEN contracts with community/non-government agencies to provide nutrition education to the Food Stamp eligible population and participate in the USDA FSNE reimbursement program to obtain expanded funding for their agencies.
2.	Provider Name and Address:	Multiple providers
3.	Total Contract Funds:	Reimbursement of allowable costs as provided under the USDA FSNE Guidance per provider
	Contract Funds per Year (if applicable):	
4.	Reference number of Previous Request for this Service (if applicable):	PEH No. 07-32A
5.	Term of Contract:	Start: Upon approval End: 9/30/13
6.	Describe how procurement by competitive means is either not practicable or not advantageous to the State: HHI is planning for FSNE FFY09 plan fiscal year. In order to provide program services to more providers, HHI is requesting allowance to add more providers. This amendment adds other providers as yet to be determined; changes the term of contract start date from 10/1/2007 to date of approval of this amendment and end date from 09/30/2008 to 09/20/2013; and allows reimbursement of costs under the USDA FSNE Guidance for these providers. HHI NEN is contracted with the Hawaii Department of Human Services (DHS) to develop the administrative infrastructure and contract with any number of providers to provide nutrition education for the food stamp eligible population through the USDA FSNE Program, which provides federal reimbursement to programs meeting the FSNE Plan Guidance and the expenditure rules allowed as outlined in the Guidance. FSNE is not a competitive program and projects need not compete to obtain funds. Instead, USDA accepys any and all programs so long as they meet Guidance rules and provide all necessary program plan and budget information by a certain date (August 15). HHI is required by USDA through DHS to submit a yearly application specifically naming each provider, along with specific project program plans, and budgets. The budget period is from October 1 to September 30, of each year. Once approved, project(s) will receive reimbursement for all allowable expenditures incurred from October 1 to September 30 for the fiscal year the project(s) were given approval. The HHI NEN Program is an ongoing program with continuous annual recruitment based on the availability of Federal funding. There is no foreseeable end to the program.	

07 JUL 13 10:05
 STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 HAWAIIAN HUMAN SERVICES CENTER
 1000 KALANOA'OLE DRIVE
 HONOLULU, HI 96813

STATE OF HAWAII
 NOTICE OF AND REQUEST FOR
 EXEMPTION FROM CHAPTER 103F, HRS

7.	<p>Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:</p> <p>HHI renders providers eligible by inviting them to participate in the FSNE program through the request for information (RFI) process. HHI will post an RFI in August or September of each year to solicit all qualifying organizations to submit information regarding their programs. Any organization and agency is invited to participate in this federal reimbursement program as long as they meet the mandates of the FSNE federal program and Guidance and are aligned with the State goals and objectives parameters for promotion of healthy eating behavior and physically active lifestyles.</p>						
8.	<p>Describe the state agency's internal controls and approval requirements for the exempted procurement:</p> <p>HHI NEN follows the FSNE Plan Guidance issued for each Federal Fiscal Year in submitting the Hawaii state plan and the project provider program plans and budget. HHI NEN will also follow the Guidance in evaluating and monitoring project progress and checking compliance with allowed fiscal activities.</p>						
9.	<p>List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:</p> <p>The Department of Health Tobacco Settlement Project Manager will be responsible for oversight of the approval process and administration of the contract.</p>						
10.	<table style="width: 100%; border: none;"> <tr> <td style="width: 45%;">Direct questions to (name & position):</td> <td>Tina Tamai, Nutrition Education Network Coordinator</td> </tr> <tr> <td>Phone number:</td> <td>586-4482</td> </tr> <tr> <td>e-mail address:</td> <td>tina.tamai@doh.hawaii.gov</td> </tr> </table>	Direct questions to (name & position):	Tina Tamai, Nutrition Education Network Coordinator	Phone number:	586-4482	e-mail address:	tina.tamai@doh.hawaii.gov
Direct questions to (name & position):	Tina Tamai, Nutrition Education Network Coordinator						
Phone number:	586-4482						
e-mail address:	tina.tamai@doh.hawaii.gov						

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



Department Head Signature
 Chiyome Leinaala Fukino, M.D.

Typed Name

JUL 11 2007

Date

NOTICE

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Aaron Fujioka, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

STATE OF HAWAII
NOTICE OF AND REQUEST FOR
EXEMPTION FROM CHAPTER 103F, HRS

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer Signature



Date

Please ensure adherence to applicable administrative requirements.