

NOTICE OF AND REQUEST FOR EXEMPTION

FROM CHAPTER 103F, HRS

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Human Services, BESSD - Supplemental Nutrition Assistance Program

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):	
<p>SNAP is the largest of the Food and Nutrition Assistance Programs administered by the Food and Nutrition Services, United States Department of Agriculture. It is a 100% federally funded program and administered by a SNAP agency at the state level. The Department of Human Services, SNAP administers the program in Hawaii. SNAP is designed to supplement the food purchasing power of low income households and individuals applying for SNAP must meet income and resource standards.</p> <p>SNAP would like to increase the statewide SNAP participation by contracting with all qualified non-government providers to provide SNAP outreach services to potentially eligible SNAP populations and participate in the USDA Outreach reimbursement program.</p>	
2. Provider Name and Address:	Various
3. Total Contract Funds:	\$150,000
Contract Funds per Year (if applicable):	
4. Reference number of Previous Request for this Service (if applicable):	
5. Term of Contract:	Start: Upon approval
	End: 9/30/09
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:	
<p>The American Recovery & Reinvestment Act (ARRA) of 2009 provides for additional funds to States to administer SNAP. ARRA funds have been allocated for Federal fiscal year 2009 and have been made available to the State, however these funds must be expended by September 30, 2009. As a result of this short timeline, there is a critical level of immediacy to execute agreements with community agencies who are already working with the low income population in the highest need communities in order to improve the likelihood that SNAP will help those families hardest hit by the economic crisis.</p> <p>The Department wishes to contract with community/non government providers to provide SNAP outreach to potentially eligible SNAP individuals and households. Outreach expenses incurred by projects must be allowable and reasonable and meet FNS Outreach Guidance rules. Agencies must provide all necessary program plan and budget information to establish that project cost and activities meet Federal requirements.</p>	

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

7. Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:

The SNAP Outreach Program is an ongoing program with continuous annual recruitment based on availability of Federal and/or State funds. For the purposes of the ARRA funds, SNAP will render providers eligible by inviting them to participate in the SNAP Outreach Program through the Request For Information (RFI) process. An RFI will be posted for FFY 2009 to solicit qualifying agencies to submit information regarding their program. Any organization and agency is invited to participate in this federal reimbursement program as long as they meet the Federal Outreach Guidance requirements and submit all necessary outreach services proposal and budgets. The Outreach Guidance explains the allowable activities and can be found at <http://fns.usda.gov/fsp/outreach/stateplan.htm>

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:

ARRA funds have been allocated for Federal fiscal year 2009 and the State will draw down the ARRA funds in the same manner and is subject to the same conditions as with regular SNAP administrative funds in order to meet the immediate need of the State. The State is required to report the use of the ARRA funds on a separate Recovery Act Federal form. Contractors will be reimbursed for allowable outreach expenses. Expenditures are reimbursed during the Federal fiscal year in which they were obligated. OMB regulations, Departmental rules and the FSP rules define what costs are allowable. Expenditure reports and year end plan reports must be compiled by the contractors and sent to the State Agency. A compiled year end report is due to FNS by the State Agency following the completion of the Plan Year.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

The SNAP Administrator will be responsible for oversight of the approval process and administration of the contract.

10. Direct questions to (name & position):

Pamela Higa, Program Specialist

Phone number:

(808) 586-5728

e-mail address:

phiga@dhs.hawaii.gov

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


Department Head Signature

07/02/09
Date

Typed Name

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.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

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

APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer's Signature

7/30/09

Date

Please ensure adherence to applicable administrative requirements.