

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

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: **DHS/BESSD/FAP**
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): Non-recurrent Short Term Benefit	
On February 17, 2009, the President signed the American Recovery and Reinvestment Act (ARRA) which established the Emergency Contingency Fund (ECF) for State TANF programs. This legislation grant funds for non-recurrent short term benefits to help families unable to find jobs or with low earnings to weather this difficult economic period. The assistance is to deal with a crisis such as threat of eviction, utility shutoff, work related expenses and other emergency expenses. ARRA-TANF ECF are only available for a two year period. FFY 2009 and FFY 2010.	
2. Provider Name and Address:	Various non-profit qualified organizations.
3. Total Contract Funds: Contract Funds per Year (if applicable):	\$1,000,000
4. Reference number of Previous Request for this Service (if applicable):	
5. Term of Contract:	Start: January 2010 End: 12/31/10

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6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:

The source from which these contracts will be funded is the ARRA-TANF ECF and DHS envisions issuing multiple contracts to local, nonprofit-qualified organizations to disburse assistance and services to needy families with children for a variety of emergency, non-recurrent situations. Issuing contracts to multiple organizations increases the ability to serve a larger and hopefully geographically wider population across all islands.

Such programs may either be on-going or newly created, but significant experience in the disbursement of multiple kinds of emergency assistance, and knowledge of the local economy and population, will be required to ensure that the provider can meet the specific intentions of the stimulus funds, as well as quickly dispense them.

The ARRA-TANF ECF was created out of money budgeted by the U.S. Congress to stimulate the economy, and this priority intention means that the appropriation reach it's intended beneficiaries as quickly as possible. Requirements for issuing contracts competitively necessitate a long, time-consuming process which would defeat the intention of the ARRA plan. The 2009 Hawaii Legislature recognized the need to expedite the disbursement of these funds by passing into law Act 150 on 6/24/09 to take advantage of quickly disbursing federal stimulus funds since 2010 is the last year these funds are available.

There are a limited number of local non-profits capable of meeting the requirements described in item 7, and such a number means all applicants would be issued contracts, with monetary terms based on the specifics of the programs as proposed and the availability of funds. As DHS anticipates awarding contracts to all meeting the requirements subject to the availability of funds, imposing a "competitive" logic to the process is neither practicable or advantageous to the State.

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:

A Request for Information is expected to be issued in the first week of December 2009 and a contract will be awarded to all organizations meeting the minimum criteria as follows: (a draft of the RFI is attached.)

1. Non-profit as defined by the tax code.

2. Long standing Hawaii based providers of community services with experience in providing, via multiple programs, either emergency cash assistance or services to needy families with children for at least five years.

3. Have served at least 300 needy TANF families in 2009. This demonstrates the organization is experienced in serving TANF families and is equipped to meet a high volume of cases so as to reach as many needy families as possible.

4. Have contributed help towards meeting the States TANF Maintenance of Effort (MOE) requirement for 2009. In brief, the TANF MOE requirement is an obligation that a state must spend a specified amount of state funds for benefits and services for members of needy TANF families each year in order for the State to receive the full yearly federal TANF block grant. State funds expended may be from entities other than the State such as community based organizations. Failure by the State to meet its MOE requirement means a reduction in the overall TANF block grant the State may receive on a dollar-for-dollar basis. Organizations who have contributed to the States MOE requirement ensures continuation of the maximum annual federal TANF funding benefiting all needy TANF families in Hawaii.

Given the necessarily specific criteria of the minimum requirements for a qualified provider, and the fact all who apply and meet such requirements will be awarded contracts, with monetary terms based only on the specifics of the proposal, and availability of funds, the award will be fair and open.

Department of Human Services
Benefit, Employment and Support Services Division
Request for Information Public Notice
Non-recurrent Short Term Benefits

The Financial Assistance Program office (FAP) of the Hawaii State Department of Human Services issues this Request for Information to seek proposals from qualified, non-profit agencies to fund new and/or existing programs of assistance for families with children which meet needs of an emergency and/or non-recurrent nature.

Description of Service:

On February 17, 2009, the President signed the American Recovery and Reinvestment Act which established the Emergency Contingency Fund for State TANF programs. This legislation grant funds for non-recurrent short term benefits to help families unable to find jobs or with low earnings to weather this difficult economic period. The assistance is to deal with a crisis such as threat of eviction, utility shutoff, work related expenses and other emergency expenses.

The DHS/FAP has been designated to issue contracts to local, qualified non-profit organizations to fund programs to disburse such assistance, and such proposals must be crafted to address the following definition of purpose:

- To provide benefits to resolve financial or other crises of a non-recurring, emergency nature, that are not intended to meet recurrent or on-going needs to families which include a parent or adult relative with at least one minor child who are U.S. citizens or qualified aliens as defined in 8 U.S.C 1641.

(Families being those which have recently incurred substantial loss of income, or whose living expenses have suddenly increased beyond their ability to financially cope; or families which have undergone some catastrophic occurrence, such as job loss, death, or disablement.)

(Such crises may include the following: job termination; significant loss of a source of income; loss of an income producing member of the household; sudden death or disablement of a household member; sudden increase in family size; a sudden requirement to move or find more suitable housing.)

The specific goals of this program are:

- To prevent homelessness, through providing back or current rent; to assist in locating new housing; providing funds of first and second month rent, security or utility deposits, and other costs related to moving.

- To maintain a family's financial self-sufficiency through providing assistance for employed household members, or those seeking employment, in obtaining transportation for work, for seeking work, or for work-related training; in paying emergency child care costs and/or finding suitable child care providers; to pay for work-appropriate clothing, equipment, and licensing.

-To maintain the well-being of the family through providing counseling on family matters, household economics; and, for other costs arising from such crises like emergency food; furniture and other necessary household appliances; help with funeral costs; school clothes for children, and back to school items.

Such submissions may include an agency's existent programs for assistance that are compatible with the purpose and goals outline above.

Submissions must include both the structure of the program to be funded, as well as the specific goals, of the types mentioned above, which the program intends to meet.

Description of the existent or proposed structure for such a program, must include anticipated percentage costs for personnel and other administrative items.

Specific funding per contract issued will be determined by DHS/FAP, based on the scope of the proposed program, its financial requirements, and/or the availability of funds.

Submissions from agencies meeting the criteria listed below shall be awarded contracts non-competitively, as funds remain available.

Criteria for Agency Selection:

This request is for agencies and organizations meeting the following qualifications:

- Non-profit as defined by the tax code
- Long standing Hawaii based providers of community services with experience in providing, via multiple programs, either emergency cash assistance or services to needy families with children for at least five years
- Have served at least 300 TANF families in 2009. This demonstrates the organization is experienced in serving TANF families and is equipped to meet a certain volume of cases to reach as many needy families as possible
- Have contributed help towards meeting the States TANF Maintenance of Effort (MOE) requirement for 2009. In brief, the TANF MOE requirement is an obligation that a state must spend a specified amount of state funds for benefits and services for members of needy TANF families each year in order for the State to receive the full yearly federal TANF block grant. State funds expended may be from entities other than the State such as community based organizations. Failure by the State to meet its MOE requirement means a reduction in the overall TANF block grant the State may receive on a dollar-for-dollar basis. Organizations who have contributed to the States MOE requirement ensures continuation of the maximum annual federal TANF funding benefiting all needy TANF families in Hawaii

Information Requested:

Interested parties should submit information in the following format:

- Name of non-profit organization/agency and address
- Name of contact person, phone number/e-mail address
- Confirmation that the organization has met the agency selection criteria
- Description of existing programs or proposed services, scope of work, goals and objectives consistent with the goals of the TANF ECF non-recurrent short term benefit
- Number of families anticipated to be helped, location of programs/services
- Budget with specifics on how each budget item is used

- Assurance that assistance and services provided will be within federal funding requirements.

Submission of Information Requested:

Submittal shall be no longer than 4 pages excluding the budget.

Deadline: Postmarked or received by December 11, 2009 to:

Lorie Young
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