STATE OF HAWAII

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

10 MAY -4 A11 :47

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Human Services, BESSD - Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps 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): Supplemental Nutrition Assistance Program to provide outreach services to potentially eligible SNAP populations and participate in the USDA Outreach Program.		
2. Provider Name and Address:		Various
3. Total Contract Funds:		$600,000 estimate
Contract Funds per Year (if applicable):		$200,000
4. Reference number of Previous Request for this Service (if applicable):		
5. Term of Contract:	Start:	10/01/2010
	End:	9/30/13

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

The Outreach Program under USDA, FNS is a non competitive program. Projects need not compete to obtain federal matched funds, however, 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. Outreach plan budget funds are available on a Federal fiscal year basis, October 1 through September 30 of every year. As we are unsure of the exact amount or the number of programs that will apply, We estimate the contract funds which are the federal reimbursement will be approximately $200,000 per year. We do not expect any changes in funding source and, therefore, are requesting a three (3) year approval. The State must submit an Outreach Plan to FNS for review and approval of plan and federal reimbursement. Once the State's Outreach Plan is approved by FNS, projects will receive reimbursement for allowable expenditures incurred for the Federal fiscal year the project was given approval for.

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 the availability of Federal funds. SNAP will render providers eligible by inviting them to participate in the Outreach Program through the Request For Information (RFI) process. An RFI will be posted for FFY 2011 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. The Outreach Guidance can be found at

http://fns.usda.gov/fsp/outreaach/stateplan.htm

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
The State SNAP Agency may conduct outreach activities on its own or hire a contractor(s) to conduct the activities. If contractor is used, the contractor must bill the State agency according to the terms of the contract and FNS will reimburse 50% of the State outlay. The Federal 50% match is provided on reimbursement basis during the Federal fiscal year in which they were obligated. OMB regulations Departmental rules and the SNAP laws define what costs are allowable. FNS must approve the State Agency's Plan prior to the 50% Federal matching funds being available for reimbursement through the State Agency. If FNS determines that changes to the Outreach Plan are needed before final approval can be granted, the SNAP prgram must incorporate these changes into the Outreach Plan or 50% matching funds may be denied. Expenditure reports and year end plan reports must be complied by the contractors and sent to the State Agency. A complied 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:
Linda Tsark, SNAP Program Adminstrator and Stacy Dutton, SNAP Program Specialist will be involved in the approval process and adminstrations of the contract.

10. Direct questions to (name & position): Stacy Dutton, Program Specialist

Phone number: (808) 586-5738

e-mail address: sdutton@dhs.hawaii.gov

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

Department Head Signature 04/21/10 *Date*

Typed Name PB 04/14/10

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 Signature *Date*

Please ensure adherence to applicable administrative requirements.