STATE OF HAWAII

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

'10 MAY 21 A9:07

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: DHS / BESSD / ETPO
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): The Department of Human Services seeks to provide statewide case management, employment and support services, through the Department's work program, referred to as the First-To-Work (FTW) Program, for two-parent and non-citizen households eligible for Federal and State funded Temporary Assistance for Needy Families (TANF). Services to be provided include, but are not limited to, orientations and intakes; assessments and employability planning; barrier assessments and barrier reduction planning; structured job readiness; work placement services; ongoing case management services; and issuance of support services such as child care and transportation which are needed to attain and maintain employment. The purpose of the FTW Program is to provide case management, employment and support services to work eligible individuals of two-parent and non-citizen TANF applicant and recipient households, pursuant to Public Law 104-193, "Personal Responsibility and Work Opportunity Reconciliation Act of 1996," reauthorized by the Deficit Reduction Act of 2005, and the Hawaii Work Verification Plan, which mandates that TANF recipients meet prescribed work performance requirements and progress towards self-sufficiency.□		
2. Provider Name and Address:		Insights To Success, Inc. 1132 Bishop Street, Suite 405 Honolulu, HI 96813
3. Total Contract Funds: Contract Funds per Year (if applicable):		$183,869
4. Reference number of Previous Request for this Service (if applicable):		PEH #10-17
5. Term of Contract:	Start:	07/01/2010
	End:	9/30/10

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

The above services cannot be interrupted or delayed. Provision of services by the Department is required by statute in accordance with HRS §346-261.

The above services were re-procured and awarded under RFP HMS-903-10-02-S to providers other than Insights To Success, Inc (ITS). The awarded contracts were given an effective date retroactive to April 1, 2010 and included a provision to grant the new providers a transition / ramp-up period of three months (not to exceed July 1, 2010).

Currently, GIH provides the services on Oahu and East Hawaii but will be required to provide services on Maui under the new contract; therefore, GIH will need to hire staff and establish their office on Maui. Parents And Children Together (PACT) was awarded to provide services for Region 2 which includes West Oahu, Kauai and West Hawaii. PACT currently does not provide any First-To-Work (FTW) program services; therefore, PACT will need to hire all their staff and establish their offices for all three geographic locations.

Two FTW training sessions have been scheduled for May and June for GIH and PACT staff. In the meantime, the services must continue until GIH and PACT are ready to begin the services effective July 1, 2010. ITS currently provides the services for Kauai, Maui and West Hawaii. The ITS staff has the necessary knowledge and experience to provide continued services until GIH and PACT staff have had the opportunity to complete training and establish their office sites on Kauai (PACT), Maui (GIH) and West Hawaii (PACT).

After GIH and PACT begins to provide services effective 7/1/2010, ITS may begin closing their offices on Kauai, Maui and West Hawaii. Office closures involve notification to leasers/property owners of lease termination, equipment and furniture inventory transfers, shut-down of IT and network connections, etc.

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:

ITS is the current service provider of FTW Program for two-parent and on-citizen households on Kauai, Maui and West Hawaii. ITS has the infrastructure and the program knowledge necessary to continue providing uninterrupted services to clients.

ITS was selected and awarded the contract to provide the services which was procured competitively through RFP HMS-903-05-06-K.

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

The contract will be monitored by the Benefit, Employment and Support Services Division (BESSD), Employment and Training Program Office (ETPO). ITS will continue to provide BESSD/ETPO monthly expenditure and performance reports and statistics on clients serviced.

ITS will continue providing services according to the existing contract, DHS-06-BESSD-3024.

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

Scott Nakasone, Acting ETPO Administrator
Ginet Hayes, Program Specialist

10. Direct questions to (name & position): Catherine Dela Cruz, Program Specialist

Phone number: 586-7095

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

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

Department Head Signature — *Date* 05/17/10

Lillian B. Koller
Typed Name PB 4/28/10

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:

☐ **APPROVED** ☐ **DISAPPROVED** ☐ **NO ACTION**

Chief Procurement Officer Signature — *Date*

Please ensure adherence to applicable administrative requirements.