

**NOTICE OF AND REQUEST FOR
RESTRICTIVE PURCHASE OF SERVICE**

PURSUANT TO §103F-403, HRS

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Health/Developmental Disabilities Division/Disability Supports Branch
Department/Division/Branch or Office

Pursuant to §103F-403, HRS, and Chapter 3-144, HAR, the department head has made a determination that an adequate basis for a restrictive purchase of services exists and requests approval to make a restrictive purchase for the following:

- | | | | |
|--|--|-------------------------------|-------------------------|
| 1. Title and description of health and human service(s): | "Preventing Traumatic Brain Injuries and Spinal Cord Injuries in Hawaii's Youth: An Educational Intervention" is the title of the proposal submitted by the Rehabilitation Hospital of the Pacific. The Hawaii Chapter of ThinkFirst is housed between the Rehabilitation Hospital of the Pacific and The Queen's Medical Center. ThinkFirst is a non-profit injury prevention organization that has chapters in all 50 states. The mission of ThinkFirst is to "lead injury prevention through education, research and policy." The proposal submitted by the Rehabilitation Hospital of the Pacific seeks to prevent traumatic brain and spinal cord injuries among Hawaii's school age children and youth by educating at least forty (40) educators, at least two thousand (2,000) students and families of students. The goal of this project is to have children learn about and incorporate "safe" behaviors at an early age in an effort to prevent injuries which may have lifelong consequences. | | |
| 2. Provider Name and Address: | Rehabilitation Hospital of the Pacific
226 N. Kuakini Street
Honolulu, HI 96817 | | |
| 3. Total Contract Funds: | \$118,140 | | |
| Contract Funds per Year (if applicable): | | | |
| 4. RH No. of Previous Request for this Service (if applicable) | | | |
| 5. Term of Contract: | Start: | November 3, <i>cyf</i> | End: September 30, 2011 |
| | | October 4,
2010 | |
| If the contract term is longer than 1 year, provide justification for the extended term: | | | |

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6. Describe the circumstances justifying a restrictive purchase: There are only two organizations who are able to administer the ThinkFirst curriculum: Rehabilitation Hospital of the Pacific and The Queen's Medical Center. Both organizations each employ the State's Co-Directors of the Hawaii ThinkFirst Chapter. The Co-Directors for the Hawaii ThinkFirst Chapter have been trained to administer the ThinkFirst educational curriculum and provide training to instructors via a train-the-trainer model.
7. Describe the efforts and results in determining that this is the sole provider who can render services. Include approximate dates: 8/11/10 Karen Seth, Co-Director Hawaii ThinkFirst Chapter, Queen's Medical Center - Neurosciences Institute - not interested
8. List state agency personnel, by position title, who will be involved in the approval process and administration of the contract: Disability Supports Branch Chief: Colleen Kojima Disability Supports Branch, Public Health Supervisor: Aaron Arakaki Supervisor, Contracts and Resource Development Section: Jean Luka Public Health Administrative Officer: Christie Ann Ferreira 76043
9. Direct questions to (name & position): Aaron Arakaki, Public Health Supervisor Phone number: 453-6294 e-mail address: aaron.arakaki@doh.hawaii.gov

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

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Department of Health Signature

NOV - 1 2010

Date

Chiyome Leinaala Fukino, M.D.
Director of Health

Typed Name

NOTICE

Pursuant to §103F-403, Hawaii Revised Statutes and Chapter 3-144, Hawaii Administrative Rules, the aforementioned purchasing agency has submitted a request to the chief procurement officer for a restrictive purchase of service for health and human services, and if approved, intends to purchase the service without issuing a request for proposals.

Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at www.spo.hawaii.gov, click *Statutes and Rules* and *Procurement of Health and Human Services*. Protests shall be hand delivered or postmarked by United States Postal Service within seven (7) days after the date this notice is first published on the internet. If hand delivered it must be submitted by 4:30 PM, Hawaii Standard Time, within seven days after day this notice is first published. Protests must be submitted to the following procurement officer **and** head of the purchasing agency:

Procurement Officer for this Procurement

Christie Ferreira
Developmental Disabilities Division
2201 Waimano Home Rd.
Pearl City, HI 96782

Head of Purchasing Agency

Chiyome Leinaala Fukino, M.D.
Department of Health
1250 Punchbowl St.
Honolulu, HI 96813

Protest forms and instructions are on the web at: www.spo.hawaii.gov, click *Health and Human Services, Chapter 103F...* and *Forms for Private Providers*. Questions should be directed to the contact person noted in item 9 of the request.

Published: NOV - 3 2010

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

The request identifies Ms. Colleen Kojima, Mr. Aaron Arakaki, Ms. Jean Luka and Ms. Christie Ann Ferrara as participants in this request. In conversation with Ms. Kojima and Mr. Arakaki they acknowledge their involvement and are aware of the fact that they all do not have written delegated procurement authority. It is understood that Ms. Luka is a resource only and is not a participant in this procurement.

This approval is conditioned upon the above individuals not participating in any procurement activities until they have received both written delegated procurement authority and have completed the appropriate mandatory procurement training requirements for the applicable procurement method, pursuant to Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05.

This award is required to be posted on the Awards Reporting System.

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APPROVED DISAPPROVED NO ACTION


Chief Procurement Officer Signature

12/16/2010
Date

Please ensure adherence to applicable administrative requirements.

ThinkFirst

National Injury Prevention Foundation

November 11, 2010

To Whom It May Concern:

The ThinkFirst National Injury Prevention Foundation will celebrate 25 years as a leader in injury prevention education next year. We have adopted standards for our program that must be adhered to by all chapters who are authorized to present our award winning programs in their communities.

One of the requirements to become and hold the position of Chapter Director is to participate in ThinkFirst training sessions presented by a ThinkFirst certified trainer. The Chapter Director is then qualified and allowed to conduct training of school teachers on the use of the classroom curriculum, and VIP speakers on their spoken presentations, among other things.

Elzadia Kaina is the Chapter Director of ThinkFirst Hawaii, and State Chapter Director for Hawaii. She is currently the only person in the state so qualified.

We appreciate her expertise and drive to provide more schools and students with the knowledge and skills to "ThinkFirst" to prevent traumatic injuries.

Most sincerely,



Debby Gerhardstein
Executive Director
ThinkFirst National Injury Prevention Foundation
dbg@thinkfirst.org

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Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at <http://hawaii.gov/spo>, click "Statutes and Rules," then "Chapter 103F, Procurement of Health and Human Services." Protests shall be hand delivered or postmarked by United States Postal Service within seven days after the date this notice is first published on the Internet. If hand delivered, it must be submitted by 4:30 p.m., Hawaii Standard Time, within seven days from the date this notice is first published. Protests must be submitted to the procurement officer and head of the purchasing agency as specified in the request. Protest forms and instructions are on the web at <http://hawaii.gov/spo>, click on "Health and Human Services, Chapter 103F...", then "Forms and Instructions for Private Providers/Applicants." Questions should be directed to the contact person noted in item 9 of the request.