

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

12 FEB 28 P12:06

To: Chief Procurement Officer

STATE PROCUREMENT OFFICE
 STATE OF HAWAII

From: Dept. of Health - Tobacco Settlement Project
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 Healthy Hawaii Initiative (HHI) Nutrition Education Network (NEN) contracts with community/non-government agencies to provide nutrition education to the Supplemental Nutrition Assistance Program (SNAP) (formerly called the Food Stamp Program) eligible population and participate in the USDA SNAP-Ed reimbursement program to obtain expanded funding for their agencies.
2.	Provider Name and Address:	multiple providers
3.	Total Contract Funds:	\$2,500,000
	Contract Funds per Year (if applicable):	\$500,000
4.	Reference number of Previous Request for this Service (if applicable):	PEH No. 07-32 PEH No. 07-32A-1 PEH No. 11-31 PEH No. 12-19
5.	Term of Contract:	Start: upon approval End: 9/30/18 9/30/15 <i>ch 2/14/12</i>

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6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:
HHI NEN has an existing approved Exemption from Chapter 103F, HRS, PEH No. 12-19.

This is a request for an amendment to PEH No. 12-19 to extend the exemption period until Federal Fiscal Year 2018 (FFY18) (ending September 30, 2018). HHI NEN receives annual allocations of funding and does not anticipate any changes in the funding process.

HHI NEN is contracted with the Hawaii Dept. of Human Services (DHS) to develop the administrative infrastructure to implement SNAP-Education and contract with any number of providers to provide nutrition education for the SNAP eligible population through the USDA SNAP-Education Program, which provides federal reimbursement to programs meeting the SNAP-Education Plan Guidance (Guidance) and the expenditure rules outlined in the Guidance.

SNAP-Education is not a competitive program and projects need not compete to obtain funds. Instead, USDA accepts any and all programs so long as they meet Guidance rules and provide all necessary program plan and budget information by a certain date (August 15) and funds are available. HHI is required by USDA through DHS to submit a yearly application specifically naming each provider, along with specific project program plans, and budgets. The budget period is from October 1 to September 30 of each year. Once approved, project(s) will receive reimbursement for all allowable expenditures incurred from October 1 to September 30 for the fiscal year the project(s) were given approval. The HHI NEN Program is an ongoing program with continuous annual recruitment based on the availability of Federal funding. There is no foreseeable end to the program.

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:

HHI NEN renders providers eligible by inviting them to participate in the SNAP-Education program through the request for information (RFI) process. HHI NEN posts an RFI in August or September of each year to solicit all qualifying organizations to submit information regarding their programs. Any organization and agency is invited to participate in this federal reimbursement program on a first-come-first-serve basis as long as they meet the mandates of the SNAP-Education federal program and Guidance and are aligned with the State NEN plan, goals, and objectives for implementing SNAP-Education to promote healthy eating behavior and physically active lifestyles.

HHI NEN has posted RFIs for FFY08, 09, 10, and 11 and has received letters from only two (2) responders during the entire period. An RFI was posted in November 2011 with only one responder. Therefore, HHI NEN has been approved to amend the exemption to conduct outreach and seek qualifying providers to participate in SNAP-Education.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
HHI NEN follows the SNAP-Education Plan Guidance issued for each Federal Fiscal Year in submitting the Hawaii state plan and the project provider program plans and budget. HHI NEN also follows the Guidance in evaluating and monitoring project progress and checking compliance with allowed fiscal activities.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:
The Department of Health Nutrition Education Network Coordinator, Tina Tamai, will be responsible for oversight of the approval process and administration of the contract.

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10. Direct questions to (name & position):	Tina Tamai, Nutrition Education Network Coordinator
Phone number:	586-4633
e-mail address:	tina.tamai@doh.hawaii.gov

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



Department Head Signature

3/27/12
Date

Loretta J. Fuddy, ACSW., MPH
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:

Approval is granted, to 09/30/15 and award is required to be posted on the Awards Reporting System.

APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer Signature

3/14/2012
Date

Please ensure adherence to applicable administrative requirements.