

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

13 DEC 31 10:00

To: Chief Procurement Officer

STATE PROCUREMENT LEAD
STATE OF HAWAII

From: Department of Health/Adult Mental Health Division 4
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): Semi-Independent Living. The Semi-Independent Living housing service offers group living with support staff on site eight (8) hours per day. Weekend staff coverage is based on the needs of the consumers residing in each home. The staff on site provides training and support to consumers including, but not limited to, safe cooking and sharing responsibilities for managing the household, shopping, and transportation. Consumers are responsible to share responsibility for the daily upkeep of the house or apartment.	
2. Provider Name and Address:	Steadfast Housing Development Corporation 677 Ala Moana Boulevard, Suite 713 Honolulu, Hawaii 96813
3. Total Contract Funds: Contract Funds per Year (if applicable):	\$850,000 (estimated)
4. Reference number of Previous Request for this Service (if applicable):	
5. Term of Contract:	Start: 1/01/14 End: 4/30/14

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6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:
 On June 21, 2013, the Adult Mental Health Division (AMHD) released a Request for Proposals (RFP) No. HTH 420-4-13, for Semi-Independent Living Program Services, statewide, and was ready to release the Statement of Findings for this contract award. However, before the Statement of Findings and Decision for this service could be released, the provisions for the housing program's continuum of care was updated, and it became apparent that the AMHD may need to reconfigure the locations for this service. Since the reconfiguration will impact the way the semi-independent living program services are implemented statewide, the AMHD will need additional time to determine where this housing service should be located.

In months of January and February 2014, the AMHD will work on the revisions required to address the new locations of the housing program's services, to ensure its in alignment with the overall housing program continuum of care. In late February/early March 2014, the Statement of Findings and Decision will be released. Since this is a housing program, and consumers residing in AMHD funded homes sign rights of tenancy with our Providers, the AMHD will need to provide each consumer with 45 days of written advance notice of any location/Provider change. If required, the letters for the change will be distributed in March/April 2014.

With an extension of time, the AMHD will be able to award the semi-independent living program services, statewide in an appropriate manner, which will avoid the need to re-procure the services in the near future, and will ensure that this service is in alignment with the housing program's continuum of care.

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 identified provider is currently existing semi-independent living program services and was selected from a competitive procurement, RFP No. HTH 420-7-09. This request will ensure that there is no break in service or in the continuity of care, and no undue interruption of care.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
 Service and administrative requirements under the contract shall be monitored through AMHD's regular oversight and monitoring procedures.

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

Amy Yamaguchi, Public Health Administrative Officer
 Enid Kagesa, AMHD Contracts Coordinator

10. Direct questions to (name & position):	Amy Yamaguchi, PHAO
Phone number:	586-4681
e-mail address:	amy.yamaguchi@doh.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

for Gary L. Gill

Typed Name

DEC 30 2013

Date

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: Sarah Allen, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

This approval is for the period January 1, 2014 to April 30, 2014 and for the procurement process only. Service provider is required to be compliant with applicable laws, and verified on the Hawaii Compliance Express, if applicable. This award is required to be posted on the Awards Reporting System. If there are any questions, please contact Corinne Higa at 587-4706, or corinne.y.higa@hawaii.gov.

APPROVED DISAPPROVED NO ACTION



Chief Procurement Officer Signature

1/16/14

Date

Please ensure adherence to applicable administrative requirements.