

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

14 APR 24 8:59

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Health/Adult Mental Health Division *67*
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):	Supported Housing services. The supported housing program consists of two (2) components: Bridge Subsidy and the Supported Housing Specialist. The bridge subsidy provides temporary rental subsidies for consumers until federal or other permanent rental subsidies can be obtained. The Supported housing specialists assists consumers to identify affordable housing of choice and to meet their obligations of tenancy.
2. Provider Name and Address:	Steadfast Housing Development Corporation 888 Iwilei Road, Suite 250 Honolulu, Hawaii 96813
3. Total Contract Funds:	\$318,000
Contract Funds per Year (if applicable):	\$0
4. Reference number of Previous Request for this Service (if applicable):	PEH No. 14-19
5. Term of Contract:	Start: 5/01/14 End: 6/30/14
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:	<p>The Adult Mental Health Division (AMHD) previously submitted a request to extend the supported housing services program contract for the period of January 1, 2014 to April 30, 2014 on PEH No. 14-19. Due to delays with the configuration of services, the AMHD was unable to release the RFP with the revised supported housing program requirements until March 25, 2014.</p> <p>A two (2) month extension of time will enable the AMHD to complete the re-procurement for supported housing program services, and provide enough time for new contract(s) to be executed and a transition period implemented. A timeline is attached. The proposals are due for review and contracts to be executed.</p>
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:	<p>The identified provider is currently providing supported housing services and was selected from a competitive procurement, RFP No. HTH 420-5-09. This request will ensure that there is no break in service or in the continuity of care.</p>

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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): Phone number: e-mail address:	Amy Yamaguchi, PHAO 586-4681 amy.yamaguchi@doh.hawaii.gov

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

Linda Rosen M.D., M.P.H. 4/23/2014
Department Head Signature Date

Linda Rosen, M.D., M.P.H.
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:

This approval is for the period 5/1/14 to 6/30/14 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

[Signature] 5/1/14
Chief Procurement Officer Signature Date

Please ensure adherence to applicable administrative requirements.

Procurement Timetable

Activity	Scheduled Date
Public notice announcing Request for Proposals (RFP)	3/25/14
Distribution of RFP	3/25/14
RFP orientation session	4/04/14
Closing date for submission of written questions for written responses	4/08/14
State purchasing agency's response to applicants' written questions	4/10/14
Discussions with applicant prior to proposal submittal deadline (optional)	TBD
Proposal submittal deadline	4/25/14
Discussions with applicant after proposal submittal deadline (optional)	TBD
Final revised proposals (optional)	TBD
Proposal evaluation period	4/28/14 – 5/02/14
Provider selection	5/05/14
Notice of statement of findings and decision	5/05/14
Contract start date	7/01/14