

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

14 APR 25 A8:46

ADMINISTRATION
 STATE PROCUREMENT OFFICE
 STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Human Services/Social Services Division/Support Services
 Office

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:

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| 1. Title and description of health and human service(s): The Children's Justice Act (CJA) provides funds to be used for programs to reform state systems and improve processes by which states respond to child maltreatment cases, particularly child sexual abuse and exploitation, suspected child maltreatment-related fatalities, and maltreatment cases involving children with disabilities or serious health-related problems. The funds are to enable states to deal more effectively with both the child victim and the offender, and to limit additional trauma to the child victim and the victim's family. To be eligible for CJA funds, states must be eligible for the Child Abuse Prevention and Treatment Act (CAPTA) Basic State Grant, and are required to establish and maintain a multidisciplinary task force on children's justice. The multidisciplinary Children's Justice Task Force is to be comprised of representatives from fourteen (14) specified, selected disciplines involved in the handling of child abuse and neglect (CAN) cases. Currently, the State of Hawai'i meets these requirements. | | |
| 2. Provider Name and Address: | Kaua'i Children's Justice Committee (KCJC) 3094 Elua Street, Lihue Hawai'i 96766 Maui County Children's Justice Committee (MCCJC) 1773-A Wili Pa Loop, Wailuku Hawai'i 96793 | |
| 3. Total Contract Funds: | \$220,000 | |
| Contract Funds per Year (if applicable): | \$110,000 | |
| 4. Reference number of Previous Request for this Service (if applicable): | PEH No. 12-41 | |
| 5. Term of Contract: | Start: 7/1/2014 End: 6/30/16 | Contract is for one year for SFY2015, with option to extend an additional one year term for SFY2016; Note to item 3. Contract funds are estimated, based on availability of Federal CJA Grant funds. |

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

The State of Hawai'i, in order to receive Federal Children's Justice Grant funds, has assured in its statewide plan that it will maintain a Children's Justice Task Force (CJTF), with required multidisciplinary and statewide representation. The CJTF is to be comprised of representatives from specified, selected disciplines involved in the handling of child abuse and neglect (CAN) cases. To meet the requirements, the CJTF includes statewide county-based committees. Currently, the State of Hawai'i meets these requirement.

It is not efficient to design a request for proposal (RFP) for this service because funds are being used to maintain the specific task force that is already in place. The Children's Justice Task Force is knowledgeable and efficient in carrying out its responsibilities, due mainly to its ongoing involvement, since the beginning of the award of this grant to the State of Hawai'i

The amount of funds provided through the grant is small, due to the fact that the annual amount of approximately \$110,000.00 is divided equally amongst the five regional task force committees in the four counties of the State of Hawai'i. Each regional committee has decision-making powers to use the funds for specific training needs and implementation of programs to improve service delivery.

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:

Hawai'i has a statewide Children's Justice Task Force, which is comprised of a representative from the five local regional task force committees of the counties. Additionally, all counties (City and County of Honolulu, on O`ahu; Maui County; Kaua`i County; Hawai`i County, including East Hawai`i and West Hawai`i, on the Big Island) have a combined representation from each of the required fourteen (14) CAPTA disciplines. These include law enforcement, civil and criminal court judges, prosecuting attorneys, defense/parent councils, child advocates, guardians-ad-litem for children, health professionals, mental health professionals (including those working with children with disabilities), Child Welfare Services (CWS), parent group representatives, and others. The committees assess and address the system's needs within their communities in partnership with the Children's Justice Centers of Hawai'i. They collaborate on training and other activities to improve the State of Hawai'i's response to child abuse.

The Kaua`i and Maui Committees have established statuses as 501c3 non-profit entities. The fiduciary for the counties of the City and County of Honolulu, for O`ahu, and the Hawai`i County, for the Big Island, is designated as Kaua`i Children's Justice Committee (KCJC). This agreement is necessary as the O`ahu and Big Island (East Hawai`i and West Hawai`i) Task Forces are sub-committees of their Children's Justice Centers, under the State Judiciary Programs. The Kaua`i Children's Justice Committee has the infrastructure, knowledge, and staff to carry out the task of fiduciary.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
The Department of Human Services (DHS), Purchase of Service-Grant Management (POS-GM) Unit has direct responsibility over the contract. The Children's Justice Local Task Force Committees on each island are required to submit quarterly activity (narrative format) reports (QAR) and quarterly expenditure reports (QER) to the POS-GM Unit for review monitoring by the POS-GM Program Specialist. All expenditure reports are available for inspection by the Accounting Department of the Fiscal Management Office (FMO).

An annual report from Children Justice Task Force is also provided to the Federal Government in compliance with its (Federal Government's) requirements

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

Cynthia S. Pierce, Program Specialist, Purchase of Service-Grant (POS-GM) Unit

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| 10. Direct questions to (name & position): | Cyndy S. Pierce, POS-GM Program Specialist |
| Phone number: | (808) 587-3168 |
| e-mail address: | cpierce@dhs.hawaii.gov |

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



Department Head Signature

2/23/14

Date

for Patricia McManaman, Director

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

Chief Procurement Officer's Comments:

This approval is 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

5/19/14

Date

Please ensure adherence to applicable administrative requirements.