

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

15 MAR 10 A8:18

To: Chief Procurement Officer

From: Dept. of Labor & Industrial Relations/Office of Community Services
Department/Division/Branch or Office

ADMINISTRATION
 STATE PROCUREMENT OFFICE
 STATE OF HAWAII

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):	Senior Farmers Market Nutrition Program (SFMNP) In the State of Hawaii, the Office of Community Services (OCS) is the Lead State Agency that is responsible for administering and monitoring the Senior Farmers' Nutrition Program. State Agency OCS sub-contracts with Local Agencies Hawaii Foodbank (HFB) and The Food Basket Inc. (TFB) to administer the SFMNP program. HFB administers the SFMNP coupon on the island of Oahu whereas TFB administer a CSA model program on the island of Hawaii. Under the coupon program, HFB determines the participants eligibly for SFMNP, distribute and account for SFMNP coupons and checks, instruct participants on the proper use of the coupons or checks, and provide participants with nutrition education and other program information. With the TFB's in-house CSA program, large quantities of fresh produce items are purchased directly from authorized local farmers/growers, equitably divided the produce into boxes, and distributed to eligible SFMNP participants throughout Hawaii Island.
2.	Provider Name and Address:	Hawaii Food bank (HFB) 2611 Kilihau St Honolulu, Hawaii 96819 The Food Basket, Inc. 40 Holomua St. Hilo, Hawaii 96720
3.	Total Contract Funds: Contract Funds per Year (if applicable):	\$502,732
4.	Reference number of Previous Request for this Service (if applicable):	N/A
5.	Term of Contract:	Start: May 1, 2015 End: December 31, 2015

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6.	<p>Describe how procurement by competitive means is either not practicable or not advantageous to the State:</p> <p>State of Hawaii OCS will continue to target the Oahu Island. Oahu has one of the highest concentrations of eligible seniors and also has the most quantity of accessible farmers markets. Many of the farmers market where SFMNP authorized local farmers operates are within walking distance from major affordable senior housings or accessible by public transportations. HFB year's of experience in implementing SFMNP has also allowed them to operate SFMNP coupon efficiently and effectively. HFB is well established in the community, has garnered numerous long-term community partners that help with outreach, distribution of SFMNP coupons, and providing volunteers. HFB also has developed a well-established relationship with local farmers who are willing to participate with SFMNP each year.</p> <p>In addition, OCS will also continue to target Hawaii Island. Hawaii Island has the highest percentage of county residents living in poverty compared to statewide. Similar to HFB, TFB's twelve year of experience has allowed them to develop a robust program. TFB continues to partner with Retired Senior Volunteer Program (RSVP) providing them with the volunteers and sites to coordinate their efforts throughout Hawaii Island.</p> <p>Therefore procurement by competitive means is not practicable or advantageous to the State due to the fact that the two food Banks have an established relationship with the farmers and have processes in place that have taken much time to establish and currently run the programs effectively and efficiently. In addition these two Food banks have been named in our approved State Plan for this program.</p>						
7.	<p>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> <p>When this program was initially procured the two Foodbanks were the only two organizations that applied with a distribution plan already in place and had established relationships with local farmers.</p>						
8.	<p>Describe the state agency's internal controls and approval requirements for the exempted procurement:</p> <p>Currently the State is required to conduct annual monitoring and risk assessments of the Food banks. If any FoodBank is found not to be compliant, the State will initiate a training and technical assistance-based corrective action plan to correct a deficiency.</p>						
9.	<p>List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:</p> <p>Norman Ahu, Acting Executive Director Denise M. Pierson, Procurement Officer</p>						
10.	<table style="width: 100%; border: none;"><tr><td style="width: 45%;">Direct questions to (name & position):</td><td>Denise M. Pierson, Procurement Officer</td></tr><tr><td>Phone number:</td><td>808-586-8675</td></tr><tr><td>e-mail address:</td><td>denise.m.pierson@hawaii.gov</td></tr></table>	Direct questions to (name & position):	Denise M. Pierson, Procurement Officer	Phone number:	808-586-8675	e-mail address:	denise.m.pierson@hawaii.gov
Direct questions to (name & position):	Denise M. Pierson, Procurement Officer						
Phone number:	808-586-8675						
e-mail address:	denise.m.pierson@hawaii.gov						

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

 _____ <i>Department Head Signature</i> Elaine Young	 _____ <i>Date</i>
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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.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

This approval is for the procurement process only. Service providers are required to be compliant with applicable laws and provide proof of compliance, 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

4/1/15

Date

Please ensure adherence to applicable administrative requirements.