STATE OF HAWAII

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

'10 MAY 19 A7:57

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Human Services/Social Services Division/Child Welfare Services Branch/Program Development (DHS/SSD/CWSB/PD)
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 On-Call/Emergency Shelter Home (ESH) Child-Caring Institutions (CCI)/Agencies serve foster youth up to 30 days on an emergency basis. Placement in the ESH is to prevent abuse, neglect or exploitation of youth by providing emergency shelter care, crisis intervention, intensive daily supervision, and counseling. In addition, the services are meant to prevent unnecessary family disruption or prolonged separation of children from parents and ohana by providing services aimed at reunifying and strengthening family functioning.	
2.	Provider Name and Address:	Various
3.	Total Contract Funds:	$7,633,332
	Contract Funds per Year (if applicable):	$1,908,333
4.	Reference number of Previous Request for this Service (if applicable):	N/A
5.	Term of Contract: Start:	7/01/10
	End:	6/30/14
6.	Describe how procurement by competitive means is either not practicable or not advantageous to the State: It is not practicable or advantageous to the State to competitively procure for this service because any agency that meets the criteria will qualify to be placed on a list for use by the Department of Human Services Child Welfare Services staff. The criteria for ESH services are: 1) Licensed by the Department of Human Services, Foster Home Licensing Unit, as a Child Caring Institution (CCI) 2) Submit a plan on how the agency will provide ESH services	
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: DHS/SSD/CWS licenses all On-Call/ESH Child-Caring Institutions/Agencies who provide the On-Call/ESH contracted services. All the agencies statewide that are under the current contract with DHS for this service currently have a CCI license and are providing this service. The DHS will complete annual RFI notifications and add on any qualified agencies.	

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8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
The Department of Human Services, Purchase of Service Unit (POS) has direct responsibility over the contract(s). The Emergency Shelter Homes that meet the criteria for ESH under HAR 1625, licensing of foster family homes for children, HAR 893, licensing of child placing organizations and HAR 894, licensing of child placing institutions.will be required to submit activity reports and a client eligibility list to determine payment amounts based on number of bed days provided to the POS unit for review.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:
John Walters, Acting Purchase of Service Supervisor
Suzanne Hull, Program Specialist
John Walters, Temporary Assigned Support Service Office Administrator
Lillian B. Koller, Director, Department of Human Services

10. Direct questions to (name & position): John Walters
Temporary Assigned Purchase of Services Supervisor

Phone number: 586-5675

e-mail address: jwalters.dhs.hawaii.gov

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

Department Head Signature *Date* 05/17/10

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:

☐ **APPROVED** ☐ **DISAPPROVED** ☐ **NO ACTION**

Chief Procurement Officer Signature	*Date*

Please ensure adherence to applicable administrative requirements.