STATE OF HAWAII

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NOTICE OF AND REQUEST FOR
RESTRICTIVE PURCHASE OF SERVICE
PURSUANT TO §103F-403, HRS

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Human Services, Social Services Division, Child Welfare Services Branch/Purchase of Service (DHS/SSD/CWS/POS)
Department/Division/Branch or Office

Pursuant to §103F-403, HRS, and Chapter 3-144, HAR, the department head has made a determination that an adequate basis for a restrictive purchase of services exists and requests approval to make a restrictive purchase for the following:

1. Title and description of health and human service(s):
The Department of Human Services (DHS) purchases 24-hour Domestic Violence Shelter services to provide a safe, temporary shelter as well as supportive services to adults and children to ensure their safety and prevent or decrease the occurrence or reoccurence of domestic violence.

Target Populations: Adults and children who are at risk of, or who have been victims of domestic violence.

Service Activities provided by the shelter includes:
1. 24-hour hotline;
2. Emergency shelter;
3. Individual services for adults and children;
4. Group sessions;
5. Socialization activities; and
6. Outreach, follow-up; and transportation services as resources permit.

2. Provider Name and Address: Molokai Community Services Council, Inc.
P.O. Box 2047
Kaunakakai, Hawaii 96748

3. Total Contract Funds: $161,149

Contract Funds per Year (if applicable): $161,149

4. RH No. of Previous Request for this Service (if applicable): N/A

5. Term of Contract: Start: July 1, 2010 End: June 30, 2011

If the contract term is longer than 1 year, provide justification for the extended term:

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6. Describe the circumstances justifying a restrictive purchase:

It is not practicable or advantageous to the State to competively procure for this service because Molokai Community Service Council, Inc. is the only provider on Molokai providing domestic violence shelter services. This shelter has never served more than six (6) adults in any given month which is significantly fewer clients than served by any other shelter statewide. These circumstances could not support the shelter on a fee-for-service basis and would result in no domestic violence shelter services on the island of Molokai.

The Molokai Community Service Council, Inc. has provided domestic violence shelter services on the island of Molokai since 1991. The shelter has the staff, a facility, existing support, and experience in providing the scope of services the DHS is seeking. Also, the number of adults and children seeking shelter services does not make it advantageous for another shelter to operate. In addition, the limited amount of funding available does not make it feasible for an agency to secure a site, create and develop a program and provide services immediately or in the near future, and even in that event there would not be a sufficient client base to support a shelter on a fee for service basis.

7. Describe the efforts and results in determining that this is the sole provider who can render services. Include approximate dates:

The DHS has been procuring for domestic violence shelter and support services for the island Molokai for the past nineteen (19) years. During this period of time, no other organization had applied to provide domestic violence shelter and support services.

Contact was made with the DHS Supervisor/Social Worker on Molokai who confirmed that there are no other domestic violence shelter services available on Molokai

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

Suzanne Hull, Program Specialist, POS
John Walters, Acting Support Services Office Administrator
Tracy Yadao, Assistant Program Development Administrator for Domestic Violence Shelter Services
Lynne Kazama, (Acting) Child Welfare Services Branch Administrator
Lillian B. Koller, Director, Department of Human Services

9. Direct questions to (name & position): Suzanne Hull

Phone number: 586-5697

e-mail address: shull@dhs.hawaii.gov

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

Lillian B. Koller 09/27/10

Department Head Signature *Date*

Lillian B. Koller

Typed Name

NOTICE

Pursuant to §103F-403, Hawaii Revised Statutes and Chapter 3-144, Hawaii Administrative Rules, the aforementioned purchasing agency has submitted a request to the chief procurement officer for a restrictive purchase of service for health and human services, and if approved, intends to purchase the service without issuing a request for proposals.

Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at www.spo,hawaii.gov, click *Statutes and Rules* and *Procurement of Health and Human Services.* Protests shall be hand delivered or postmarked by United States Postal Service within seven (7) days after the date this notice is first published on the internet. If hand delivered it must be submitted by 4:30 PM, Hawaii Standard Time, within seven days after day this notice is first published. Protests must be submitted to the following procurement officer **and** head of the purchasing agency:

Procurement Officer for this Procurement
John Walters, Acting Support Services Office Administrator
Department of Human Services
810 Richards Street, Suite 400
Honolulu, Hawaii 96813

Head of Purchasing Agency
Lillian B. Koller, Director
Department of Human Services
P. O. Box 339
Honolulu, Hawaii 96809
Hand Delivery Address:
1390 MIller St., Rm. 209, Honolulu, HI

Protest forms and instructions are on the web at: www.spo.hawaii.gov, click *Health and Human Services, Chapter 103F…* and *Forms for Private Providers*. Questions should be directed to the contact person noted in item 9 of the request.

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Chief Procurement Officer's Comments:

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

Chief Procurement Officer Signature *Date*

Please ensure adherence to applicable administrative requirements.