

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

TO: Chief Procurement Officer

FROM: First Circuit/ACSB/Drug Court and Mental Health Court
Name of Requesting Division/Program

Pursuant to HRS § 103F -101 (a)(4) and HAR Chapter 3-141, The Judiciary requests a procurement exemption for the following:

<p>1. Title and description of health and human service(s): Substance Abuse Day Treatment Services for Adult Client Services, First Circuit Court to include outpatient treatment (readiness), intensive outpatient treatment, day treatment services and continuing care. Services to be provided by certified substance abuse counselors (CSAC) or program administrators certified pursuant to Section 321-193 (1), Hawaii Revised Statutes; or who hold an advanced degree in a behavioral health science, with at least one year experience working in the field of substance abuse addiction and preferable with one year of experience in working with offenders. Services are to identify and address substance abuse and mental health issues/needs that may present barriers to the client's recovery and treatment progress. Through the award of the U.S. Department of Justice Grant (2011-MO-BX-0038), the Mea Kokua Program participants, from the Hawaii Drug Court and Mental Health Court, will be able to utilize these funds to pay for such critical intervention services.</p>	
<p>2. Provider Name and Address: Queen's Medical Center Day Treatment Services 1301 Punchbowl Street, Honolulu, Hawaii 96813</p>	<p>3. Amount of Request: \$15,000.00</p>
<p>4. Term of Contract From: To: Upon execution of contract to January 31, 2014</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): N/A</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: Adult Client Services, First Circuit Court already has an existing agreement (Contract No. 12173) with the provider which was negotiated in response to our Request for Funding No. J11030 for Health and Human Services dated October 27, 2010, Application No. 155. This agreement includes provisions for substance abuse day treatment services in response to the RFP Specification 2.1. In view of this, it would not be feasible or practicable to conduct another solicitation for the same service.</p>	
<p>7. Describe the reason for the selection of the provider including a description of how the procedure, as much as practicable, ensured maximum fair and open competition: As mentioned, the Adult Client Services, First Circuit Court has an existing agreement with the provider which resulted from solicitation through the Judiciary's RFP No. J11030 with fair and open competition. Service specification for the day treatment services were proposed by Queen's Medical Center Day Treatment Services and incorporated in the scope of services under the present agreement, Contract J12173. In addition, the provider is one of few recovery-centered day treatment programs in the community, that work with individuals with a co-occurrence of both a severe and persistent mental illness and a substance use disorder and incorporate best practices/evidence-based practices into their service delivery. Since persons who are severely and persistent mentally ill typically manifest varying levels of need for care and often experience cyclical episodes of recurrence of the illness, substance abuse and mental health treatment options must be provided simultaneously to the individual and tailored to meet his/her current needs.</p>	

8. Describe the Judiciary's internal controls and approval requirements for the exempted procurement:
 A separate agreement will be executed to ensure adherence to federal guidelines. Upon contract execution, an orientation will be conducted with the provider and the program specialist assigned to the contract. Provider obligations including scope of services, compensation, working agreement terms, reporting and invoicing requirements will be reviewed. Contract terms shall be monitored on an annual basis to evaluate service delivery and compliance to all terms of the agreement. Any reports of contract non-compliance will be investigated and addressed by the program specialist. In addition, any subsequent contract extensions will be subject to the Judiciary's internal approval process.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Program	Phone Number	email address
*Janice Bennet	ACSB/Drug Court Program	441-8901	janice.s.bennet@courts.hawaii.gov
Louise Crum	ACSB/Mental Health Court	539-4573	louise.k.crum@courts.hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the Division/Program. I certify that the information provided above is, to the best of my knowledge, true and correct.

/s/Lori Okita

Department/Division/Program Head Signature

May 14, 2013

Date

NOTICE

Date Notice Posted: May 17, 2013

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 9 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: **Chief Procurement Officer - The Judiciary; Financial Services Department; Contracts & Purchasing Office; 1111 Alakea Street, 6th Floor; Honolulu, Hawaii 96813-2807.**

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date