

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

To: Chief Procurement Officer

From: First Circuit/Juvenile Client Services Branch/Juvenile Drug Court Program
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): Psychological Services for Juvenile Drug Court clients including evaluations, assessments, and consultative services. Services to be provided by a licensed psychologist. Services are to identify and address mental health issues/needs that may present barriers to the client's recovery and treatment progress. Due to budgetary constraints, the Juvenile Drug Court has been able to purchase these services at very limited quantities for its clients in the past. Through a possible grant from SAMHSA the program will be able to utilize these funds to pay for such critical intervention services.	
2. Provider Name and Address:	Dr. Steven Choy 50 S. Beretania St. Suite C-201 Honolulu, HI 96813
3. Total Contract Funds:	\$19,999
Contract Funds per Year (if applicable):	\$0
4. Reference number of Previous Request for this Service (if applicable):	N/A
5. Term of Contract:	Start: Upon Contract Execution End: 9/30/16
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State: The Juvenile Drug Court is applying for a federal grant which requires to name Providers who will conduct the proposed grant services. We are proposing psychological services in the grant proposal. Dr. Steven Choy currently works with the JDC clients providing the same psychological services we are proposing in the federal grant. Changing psychologist would be detrimental as it would disrupt services to the clients. If awarded the grant, we will contract with Dr. Choy to provide continuing services for the JDC program and to satisfy the federal grant application proposed services. In view of this, it would not be feasible or practicable to conduct a solicitation. We are requesting an Exemption from the Provisions of 103F.	
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: As mentioned, Dr. Steven Choy provides psychological services to the JDC program's clients and any disruptions to this service would be detrimental. In addition, the provider has had a contract for psychological assessments and evaluations for Juvenile Drug Court clients since 2003 and has delivered services satisfactorily in accordance to contract terms.	

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8. Describe the state agency's internal controls and approval requirements for the exempted procurement: Upon contract execution, an orientation will be conducted with the provider by the Juvenile Drug Court Administrator, 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. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract: LoriAnn Okita, Chief Court Administrator Janice Yamada, Deputy Chief Court Administrator Christine Miwa-Mendoza, Programs Manager Paul Murato, Fiscal Officer Joel A. Tamayo, Juvenile Drug Court Administrator Adriane Abe, Program Specialist	
10. Direct questions to (name & position):	Joel A. Tamayo, JDC Administrator
Phone number:	808-534-6562
e-mail address:	joel.a.tamayo@courts.hawaii.gov

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

_____	4/10/13
<i>Department Head Signature</i>	<i>Date</i>
/s/ Lori Okita	
<i>Typed Name</i>	

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

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Chief Procurement Officer Signature

Date

Please ensure adherence to applicable administrative requirements.