

**EAST HAWAII REGION  
NOTICE OF AND REQUEST FOR EXEMPTION  
FROM COMPETITON**

1. TO: Regional Chief Procurement Officer  
 2. FROM: Gary L. Callahan, Senior Contract Manager

Department/Division/Agency

Pursuant to East Hawaii Region Policy PUR 017, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:  Consulting services for Clinical Documentation Integrity (CDI) project. The Vendor has provided "Best Practices" regarding CDI improvement which has proven to be excellent.	
4. Name of Vendor: The Advisory Board Company  Address: 2445 M. Street, NW, Washington, DC 20037	5. Price: \$ 260,000.00
6. Term of Contract: From: 3/31/15 To: 1/31/16	7. Prior Exemption Ref. No. N/A
8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State: These consulting services for our Clinical Documentation Integrity (CDI) project are most likely available through other firms. However, The Advisory Board Company has worked with us for over 4 years assisting us to improve our revenue cycle procedures, and coding improvement. There are no other vendors who could provide these services and show over 4 years of experience, knowledge & understanding of how East Hawaii preforms and functions. This vendor's introduction to CDI for our staff has already had its impact. HMC has over 90% of the funding for this project as a benefit from their Best Practices in CDI work & HMC won't need very much in Operational Funds to fund this agreement.	
9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: The original contract with The Advisory Board Company was conducted via a Professional Services Procurement. The ABC was selected from 3 Statements of Qualifications submitted for similar Consulting services. With 4 years experience working with our facility, the vendor has gained a great perspective of our goals, needs, and where the greatest benefits lie in their assistance to our program.	

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

HMC and East Hawaii Region strive to follow our procurement policies to ensure each action we take, be it an open solicitation or exemption requests are perfectly justifiable and truly in the best interest of our Region and facility to undertake. All such requests are reviewed by our Administration and approved only after justification has been provided and approved.

11. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

Name	Position	Involvement in Process	
Dan Brinkman	Interim CEO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Money Atwal	CFO & CIO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Gary L. Callahan	Senior Contracts Manager	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

12. Direct inquiries to: Department: Contracts Management  
 Contact Name: Gary L. Callahan  
 Phone Number: (808) 932-3112 Fax Number: (808) 933-2793

13. This exemption should be considered for list of exemptions in to Chapter 3-120, HAR: YES  NO

Agency shall ensure adherence to applicable administrative and statutory requirements

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



Department Head

Date

3/27/15

Reserved for RCPO/Designee Use Only

15. Date Notice Posted 3/27/15

The Head of the Purchasing Agency is in the process of reviewing this request for exemption from East Hawaii Region Procurement Policies. Submit written objections to this notice to issue an exemption from East Hawaii Region Procurement Policies, within seven (7) calendar days or as otherwise allowed from the above posted date to: Regional Chief Procurement Officer.

East Hawaii Region  
 1190 Waiuanue Ave.  
 Hilo, Hawaii 96720

Regional Procurement Officer's comments:

16.  **APPROVED**  **DISAPPROVED**

Regional Chief Procurement Officer

Date