

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

1. TO: Regional Chief Procurement Officer

# 18-007

2. FROM: Gary L. Callahan, Senior Contracts Manager

Department/Division/Agency: Ka'u Hospital

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

<p>3. Description of goods, services or construction:  <span style="padding-left: 100px;">Recruitment Services for Providers</span></p>	
<p>4. Name of Vendor: CompHealth Associates, Inc.</p> <p>Address:           10 Norden Place, Suite 200  <span style="padding-left: 40px;">Norwalk, CT 06855</span></p>	<p>5. Price:  <span style="padding-left: 40px;">\$ 25,000.00</span></p>
<p>6. Term of Contract:           From: 4/01/18                           To: 3/31/19</p>	<p>7. Prior Exemption Ref. No.  <span style="padding-left: 40px;">N/A</span></p>
<p>8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State:</p> <p style="padding-left: 20px;">Ka'u Hospital is a small rural hospital located on the southwestern section of the Island of Hawaii. Recruitment for providers to place there have been extremely difficult for the facility, with most of the vendors they have worked with in the past. CompHealth have been the most successful recruiting firm to provide these services to Ka'u Hospital. At this time the Hospital is losing 1 provider to retirement, and 2 others who have notified the Administration that they will be leaving when their current employment contract terms expire. All 3 of these providers will be retired or leaving by July 1, 2018. This leaves precious little time to recruit the needed providers. Ka'u needs their most successful recruiting firm to assist as soon as possible.</p>	
<p>9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:</p> <p style="padding-left: 20px;">We will be sure to issue our next solicitation for these services, which will be for all of the East Hawaii Region's facilities, to all registered vendors and all firms found to provide these services after an internet search.</p>	

10. A description of the agency's internal controls and approval requirements for the exempted procurement: East Hawaii Policy requires the use of this form and review by the CFO and sign off by the CEO (acting as Regional Chief Procurement Officer) to approve all exemptions. This process safeguards against any abuse of exemptions.

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	Chief Executive Officer	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Joni Waltjen	Interim Chief Finance Officer	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Merilyn Harris	Administrator, Ka'u Hospital	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Gary L. Callahan	Sr. Contracts Manager	<input type="checkbox"/> Approval	<input checked="" 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 – Gary L. Callahan

Date

March 20, 2018

Reserved for RCPO/Designee Use Only

15. Date Notice Posted: March 20, 2018

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 Waiuanuenue Ave.  
 Hilo, Hawaii 96720

Regional Procurement Officer's comments:

16.  APPROVED  DISAPPROVED

Regional Chief Procurement Officer

Date