

EAST HAWAII REGION NOTICE & REQUEST FOR SOLE SOURCE

SS #18-0001

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

Pursuant to East Hawaii Region Policy, PUR 016, the Department requests sole source approval to purchase the following:

<p>3. Description of goods, services, or construction: Backup Credentialing Services of Physicians seeking to provide services in East Hawaii Region & Hilo Medical Center.</p>	
<p>4. Vendor Name: Star Credentialing, LLC. Address: P.O. Box 2489 Ewa Beach, HI 96706</p>	<p>5. Price: \$ <u>60,000.00</u></p>
<p>6. Term of Contract: From: <u>5/20/2018</u> To: <u>5/19/2021</u> (mm/dd/yyyy)</p>	<p>7. Prior Sole Source Ref No. <u>N/A</u></p>
<p>8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:</p> <p>HMC Medical Staff Office has been experiencing backlogs in their credentialing of incoming Physicians and is seeking relief from a qualified outside provider of Credentialing services. After researching available vendors, there appear to be none in the State of Hawaii but Star Credentialing of Ewa Beach. While there may be other providers on the mainland, these will be unfamiliar with the islands. Star Credentialing assisted HMC approx. 4 years ago with a very large project that MSO was unable to complete without assistance. Star Credentialing's understanding of HMC MSO's procedures eliminates any "ramp up" time as they are completely familiar and capable of hitting the floor running.</p>	
<p>9. Essential Features: How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:</p> <p>Credentialing demands a unique skill set, background information must be confirmed, previous employment must be verified, licenses must be confirmed to be current & all liability insurance must be up to date. If Board Certificaton is a job requirement, this to must be confirmed. This necessary research requires trained staff who understand the methods</p>	

10: Sole Source No. 18-0001

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: In searching the internet, there are several companies that provide these services. However, all are on the mainland and Star Credentialing is the lone provider of just credentialing services & they have State of Hawaii experience which we need.

12. **Direct any inquiries to:**
Department: Contracts Management
Contact Name/Title: Gary Callahan, Sr. Contract Mgr.

13 Phone Number:
(808) 932-3112
Fax : (808) 933-2793

Expenditure may be processed with a purchase order: Yes No If no, a contract must be executed
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, correct and that the goods, services, or construction are available through only one source.*



Department Head (sign and print name) Gary L. Callahan

6/05/18
Date

Reserved for RCPO/Designee Use Only

15 Date Notice Posted: 6/05/18

Submit written objections to this intent to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:
Regional Chief Procurement Officer
East Hawaii Region
1190 Waiianuenue Ave.
Hilo, Hawaii 96720

16. Regional Chief Procurement Officer's comments:

17. APPROVED DISAPPROVED
 NO ACTION REQUIRED

Regional Chief Procurement Officer

Date