

EAST HAWAII REGION
NOTICE OF AND REQUEST FOR EXEMPTION
FROM COMPETITON

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

EHR is in need of an experienced consultant or firm to assist it in the review of the MEDITECH Medical Practice Management System within our Electronic Medical Records System, (“EMR”) and the implementation of a quality improvement program for HMC as well. The Consultant must have staff with the expertise and significant historical experience with these types of systems and their implementation to perform these services. The CONTRACTOR will provide staff to review and assess the above referenced system as a foundation for the performance measurement and improvement efforts of HMC. The Scope of Work also will include the National Committee for Quality Assurance – Patient-Centered Medical Home, (NCQA PCMH) application support and the design and implementation of a full-scope quality improvement program for our facility.

4. Name of Vendor: Bonni Brownlee, MHA, CPHQ, CPEHR

5. Price:

\$ 97,500.00

Address:

Hilo, Hawaii 96720

6. Term of Contract:

From: 2/01/14

To: 1/31/15

7. Prior Exemption Ref. No.

N/A

8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State:

It is imperative that East Hawaii get this project moving, given standard procurement practice, we could not complete an award for approx. 1 month. That leaves insufficient time for any consultant to be able to complete the requirements needed. Ms. Brownlee has the background and experience to complete this project as quickly as anyone could be expected to, but East Hawaii must move now. This project must be completed in order to be fully implemented by July 1, 2014.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

East Hawaii has policies established to allow open competition for all of our solicitations, but when time is too short to complete the project by a specific deadline, emergency procurements may be considered. Emergency procurements are by their nature non-competitive. In this instance, we are aware of a qualified local person who can get all therequired elements of the project completed by the July 1st deadline.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 East Hawaii Policy requires the use this form and review by the CFO/CIO and sign off by the CEO (acting as Regional Chief Procurement Officer) to approve the exemption. This process safeguards from 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	
Howard N. Ainsley	Regional CEO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Money Atwal	Regional CFO/CIO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Gary L. Callahan	Senior Contracts Officer	<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: Administration
 Contact Name: Boyd Murayama, Medical Group Practice Director
 Phone Number: (808) 932-3105
 Fax Number: (808) 974-4746

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 January 24, 2014

Reserved for RCPO/Designee Use Only

15. Date Notice Posted January 24, 2014

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 Waianuenue Ave.
 Hilo, Hawaii 96720

Regional Procurement Officer's comments:

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

 Regional Chief Procurement Officer Date