

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

EX #19-0009<sup>10</sup><sub>9</sub>

1. TO: Regional Chief Procurement Officer
2. FROM: Sam Nelson Senior Contract Manager

Department/Division/Agency

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

<b>3. Description of goods, services or construction:</b> Search firm providing recruitment placement for a Health Information Manager	
<b>4. Name of Vendor:</b> HUNTER AMBROSE Address: 8550 West Desert Inn Road, Suite 102, No. 151, Las Vegas, Nevada 89117	<b>5. Price</b> \$12,000
<b>6. Term of Contract:</b> From: 7/8/2019 To: 10/06/19	<b>7. Prior Exemption Ref. No.</b> N/A
<b>8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State:</b>  Hunter Ambrose is a retained search firm that specializes in rural healthcare recruitment since 2006. The firm has partnered with Critical Access Hospitals and rural organizations in more than 40 states (including Hawaii). They specialize in rural placement for healthcare, IT, legal and organizations in Rural America seeking recruitment, coaching and consulting services. Hunter Ambrose provides in depth services that include visible work product through a client dashboard, SparkHire one-way video interviews, and community to candidate matching, which ensures the firm maintains its 99% retention rate. Hunter Ambrose recruits using strategies based on Emotional Intelligence and provides qualified pre-screened candidates with a one-year guarantee placement. HMC has not been able to find another firm that specializes in rural healthcare recruitment with similar placement strategies. Past firms that have found qualified candidates do not take into consideration the rural and cultural uniqueness of Hawaii and many candidates have failed to adjust and leave shortly after placement. The current position for Health Information Manager is a key position in the success of the East Hawaii Region and the right candidate is urgently needed.	
<b>9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:</b> Direct negotiation with Hunter Ambrose is requested for the reasons noted above. Contract value is expected to be limited.	
<b>10. A description of the agency's internal controls and approval requirements for the exempted procurement:</b> All requests for procurements are reviewed by the Compliance Officer, the CFO & CEO prior to any work beginning on the Agreements. Once the procurement is complete, both the CFO & CEO again review the final paperwork prior to sign off by HMC.	

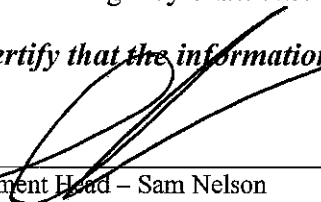
11. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

Name	Position	Involvement in Process	
Dan Brinkman	East Hawaii Region CEO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Joni Waltjen	East Hawaii Region CFO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Sam Nelson	Senior Contract 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: Sam Nelson  
 Phone Number: 808 932-3113  
 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 – Sam Nelson

June 26, 2019  
 Date

Reserved for RCPO/Designee Use Only

15. Date Notice Posted 6/26/2019CF  
 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 Waiianuenue Ave.  
 Hilo, Hawaii 96720

Regional Procurement Officer's comments:

16.  APPROVED  DISAPPROVED

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 Regional Chief Procurement Officer Date