

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

1. TO: Regional Chief Procurement Officer  
 2. FROM: Dawnelle Forsythe, Management Analyst

EX 20-0002

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 from Health Services Associates (HSA) to assist in the setting up of the Rural Health Clinic (RHC) designation for a clinic located at 1190 Waianuenue Avenue. Summary of HSA services to include the following:

**SUMMARY OF SERVICES:**

1. Completion and filing of RHC application packet to include items listed below for clinic:  
 CMS-29 (Request for Eligibility)  
 CMS-855A (Medicare General Enrollment)  
 CMS-1561A (Health Insurance Benefits Agreement)  
 Medicare Intermediary Information Tie-In  
 RHC Program - Supplementary Application Information  
 Provider Based Questionnaire  
 Civil Rights Review/Implementation - Provider Based Mandate
2. Development of RHC facility specific Policy and Procedure Manual distributed to RHC in hard copy binder and zip drive for future editing purposes. The Policy and Procedure Manual received on zip drive will be created in Microsoft Office and contain Acrobat Adobe PDF files.
3. One day on-site mock survey of the clinic and medical documentation consultation and review. Written document stating strengths and deficiencies for RHC Compliance with support in meeting the compliance needs. Follow up conference call to review site readiness prior to contacting state or contracted accredited agency for survey.
4. Phone/email consultation and survey support during entire state or accrediting body facility inspection survey.
5. Assist with the completion of RHC Quality Assessment and Performance Improvement (QAPI) Program requirements. Assistance in conducting 151 required yearly Advisory Committee Meeting during on site mock visit or via conference call.
6. Assistance RHC staff in preparing the Medicare and Medicaid projected cost reports to set interim RHC rate for the clinic listed above, if applicable, per state policy.
7. Ongoing communication with State, Federal and Medicare Administrative Contractor agencies throughout the entire application and certification process
8. E-mail, phone, and fax consultation support related to the clinic certification process during the contract

4. Name of Vendor: Health Services Associates, Inc.

Address: 2 East Main  
 Fremont, MI 49412

5. Price:

\$25,000.00

6. Term of Contract:

From: 8/1/2019

To: 7/30/20

7. Prior Exemption Ref. No.

N/A

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

HSA is one of only two available vendors for this type of consulting service in the country. In addition, with the specificity of the Summary of Services HSA will provide for East Hawaii Region, HSA is the one and only vendor that can fulfill these requirements. HSA was utilized in preparation to accredit PCMC as a RHC. Furthermore, as an existing HSA customer, we receive a discount for additional clinics that we employ their services to prepare for RHC accreditation.

The price for the consultation is reasonable and consistent with prices for similar services.

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

HSA is the vendor that can fulfill these consultation requirements for properly setting up a RHC. In addition, the vendor has an excellent history with East Hawaii Region and has provided exceptional RHC consultation services for various needs within our organization. With years of experience and unique expertise specific to RHC builds, HSA is the preferred vendor capable of completing this task. .

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

East Hawaii Region has established policies and procedures to ensure that exemptions are not requested or approved without proper justification. East Hawaii consistently follows correct procurement policies and is fair and equitable to all interested parties.

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            |   |
|------|----------|-----------------------------------|---|
|      |          | <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 / Other General Services  
Contact Name: Dawnelle Forsythe  
Phone Number: 1-808-932-3133  
Fax Number:

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

Reserved for RCPO/Designee Use Only

15. Date Notice Posted 07/12/2019 cf

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