DEPARTMENT OF EDUCATION - OFFICE OF FISCAL SERVICES
REQUEST and NOTICE OF EXEMPTION FROM PROCUREMENT

PART I - REQUEST FOR EXEMPTION FROM PROCUREMENT

1. TO: DOE Chief Procurement Officer (**send completed original form to OFS Procurement and Contracts Branch**)

   FROM: Office of Curriculum, Instruction, and Student Support, Special Education Section
   (Name of School or Program)

   The school/program named above requests a procurement exemption as follows below.

2. This exemption is requested pursuant to:
   ☒ §103D-102(b)(4), HRS and Chapter 3-120, HAR or
   ☐ §103F-101(a)(4), HRS and Chapter 3-141, HAR

3. Island/District: ☒ Statewide or
   ☐ Oahu ☐ Hawaii ☐ Kauai ☐ Maui

4. Description of the proposed purchase (attach additional sheets if necessary):
   Indicate one category: ☐ good ☐ service ☐ construction ☐ Health/Human service ☒ professional service
   Brief description:1) Coaching, consultation, and technical assistance for Po'okela Project Centers of Educational Excellence (CEE) coaches in training staff on evidence based practices and center replication. 2) Train special day school staff as coaches on evidence based interventions

5. Vendor Information
   Name: Southwest Autism Research and Resource Center
   Address: 300 N 18th Street, Phoenix Arizona

6. Term of Contract
   From: July 1, 2013
   To: June 30, 2014

7. Total Cost:
   $65,000

8. Explanation describing how procurement by competitive means is either **not practicable or not advantageous** to the State (attach additional sheets if necessary):
   See Attached

9. Details of the process or procedure to be followed in selecting the vendor to **ensure maximum fair and open competition** as practicable (attach additional sheets if necessary):
   The current contractor was originally secured through a professional servcies soliciation. An additional contract extension is necessary in order to ensure the following:
   - timely services to maintain momentum of target site progress
   - continued site and coach support from an informed knowlegdeable provider who has built rapport with target sites
   - consistency in standardized pracitces of target site staff and special day school
   - consistency in evidence based practices for all target sites

P.E. No.: PE/D E13-154

Notice Posted on: _____

10. A description of the school/program internal controls and approval requirements for the exempted procurement (attach additional sheets if necessary):
    1. Contract Administrator to consult with PCB
    2. Contract extension to be approved by SES administrator and OCISS assistant superintendent
    3. Contract Administrator will require work plan with deliverables and timelines
    4. Contract Adminstrator will meet monthly (via phone) with contractor to discuss work plan and progress towards deliverables
    5. Contract Administrator will require and review quarterly written report (with itemized services and deliverables complete) from contractor

11. List of school/program personnel who will be involved in the approval process and administration of the contract (attach additional sheets if necessary):

Name	Title	Involvement in process
Patricia Park	OCISS Assist Superintendent	☒ Approval ☐ Administration
Debra Farmer	SES Adminstrator	☒ Approval ☒ Administration
Annie Kalama	SES Educational Specialist	☐ Approval ☒ Administration
		☐ Approval ☐ Administration
		☐ Approval ☐ Administration
		☐ Approval ☐ Administration

12. This exemption should be recommended to the Procurement Policy Board to be considered for the list of exemptions attached to Chapter 3-120 or 3-141, HAR: ☐ Yes ☒ No

13. I **hereby certify** that the information provided above is, to the best of my knowledge, true and correct; and that all applicable statutory, administrative, policy and procedures have or shall be complied with.

Administrator's Signature & Title — Date 1/17/13

PART II - NOTICE OF EXEMPTION FROM PROCUREMENT

The school/program named below intends to exempt the goods, services, or construction (as described in the request above) from procurement for good cause. The Chief Procurement Officer is in the process of reviewing this request.

Inquiries and questions about this request may be directed to:

Name/Title: Annie Kalama, Educational Specialist
School/Program: OCISS, Special Education Section
Address: 475 #22 Avenue, Honolulu Hawaii
Telephone No.: 808-203-5560
email address: annie_kalama@notes.k12.hi.us

Written objections to this Notice of Exemption must be received within seven (7) calendar days from the date this notice was posted, and shall be directed to:
Chief Procurement Officer, Department of Education
Procurement & Contracts Branch, OFS
94-275 Mokuola Street Room 200
Waipahu, Hawaii 96797
Telephone Number: 808-675-0130
email address: DOEprocure@notes.k12.hi.us

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14. Chief Procurement Officer's Comments:

15. ☐ **Approved**
☐ **Disapproved**
☐ **No Action**

Kathryn S. Matayoshi, Superintendent & CPO — Date

c: Administrator, State Procurement Office

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DOE Form 7
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8. EXPLANATION DESCRIBING HOW PROCUREMENT BY COMPETITIVE MEANS IS EITHER NOT PRACTICABLE OR NOT ADVANTAGEOUS TO THE STATE:

Time Constraints – Because each target site has made notable progress, it is critical to continue support to the CEE coaching staff from the current contractor. The table below shows progress that each site has made toward sustainability and replication.

AUTISM Sites	APPLICATION	ORIENTATION	INSTALLATION	FULL IMPLEMENTATION	SUSTAINABILITY	REPLICATION
SITE 1 Ahulmanu Elementary						
SITE 2 Kapolei High						
SITE 3 Mckinley High						
SITE 4 Mililani Middle						
SITE 5 Waiakeawaena El						
SITE 6 Special Day School	Site selection and staff recruitment and hiring are in progress.					

This continued support is necessary to maintain the momentum in growth that each CEE target site is experiencing. Any lapse in service and/or support would jeopardize each sites progress toward meeting indicators of excellence and the ultimate goal of replication.

Two sites anticipate meeting CEE status in the Instructional Capacity by March 2013. Procuring consultation and training services through a competitive bid process would not be timely or practicable. Additionally, it would require extensive time for a new contractor to both learn about the Po'okela Project and the application of the processes and support as outlined in the project.

Consistency with current CEEs development- In order to continue with the identification and monitoring of site expectations and next steps for improvement, coaches need consultation and technical assistance from a service provider who knows each site, their progress and their individual dynamics. It would be difficult, if not impossible, for a new provider to come in at this time, with little to no experience and/or knowledge of each site, the site staff, and site coaches.

Consistency of CEEs –Special Day School - The original contract planned for training of the state's Special Day School staff. Unfortunately, the Department was unable to secure all the staff and therefore unable to train through this contract. The Special Day School is targeted to become a statewide CEE. The Special Day School staff is now being hired and will need training that is consistent with the other district CEEs in order to maintain standardized practices and consistency state wide.

Consistency in the Implementation of identified Evidence Based Practices (EBP) – Maintaining services with the current contractor would ensure that each CEE and their coaching staff have the same strong foundation in the implementation of evidence based practices. Implementation and established criteria for fidelity may vary from provider to provider. Using the same contractor would ensure a common understanding of each EBP and the criteria for implementation.

Finally, the current service provider has knowledge of and experience in Hawaii's autism community. This gives them the ability to successfully navigate the challenges surrounding this community and provide meaningful support and collaboration. Bringing in a new provider, who has no rapport or reputation with the families and communities may jeopardize the credibility of the project and prove counterproductive to the Department's efforts.