

# HAWAII HEALTH SYSTEMS CORPORATION NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

**EX Number: EX-196**

**1. TO:** Chief Procurement Officer

**2. FROM:** Jeff Saito

Department/Division/Agency Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

**3. Description of goods, services or construction:** Employee Assistance Program for HHSC employees who require support with issues such as family concerns, physical or mental illness, alcohol or drug dependency, or other concerns that may impair an employee's work performance.

**4. Name and Address of Vendor:** Deer Oaks EAP Services, LLC  
126 East Main Plaza, Suite 8, San Antonio TX 78205

**5. Cumulative Price:** \$43,607.28

**6. Term of Contract:** From: 11/15/24 To: 11/14/25

**7. Prior Exemption Ref. No.** N/A

**8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State:** The file is a transfer with not enough time to administer a new Request for Proposal for a new Employee Assistance Program. The current vendor has agreed to hold the same pricing and terms as the original agreement. The term will be for a one year period to allow time for a RFP process. HHSC wishes to continue to offer employees services in the area of short-term counseling services; diagnostic assessment services; information services; and any additional referral services for its employees. The CONTRACTOR has made these services available seven (7) days a week for a twenty-four (24) hour basis, including state and federal holidays.

**9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:** HHSC will continue to maintain a professional services listing that allows all Employee Assistance Program service vendors to compete fairly using a standard Request for Proposal selection process after the end of the agreement.

**10. A description of the agency's internal controls and approval requirements for the exempted procurement:**  
This exemption shall be from HRS, Section 103D-303, and all other guidelines, rules and policies under chapter 103D shall be upheld. HHSC policies and procedures will be followed and periodic reviews of contract action will be performed.


**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	
Mark Hirokawa	Tech. Requester	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Jeff Saito	Senior Contract Manager	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Juanita Lauti	Corporate Dir. HR	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Edward Chu	Corporate CEO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration

**12. Direct inquiries to:**

Contact Name: Jeff Saito  
Email: Jesaito@hhsc.org

Agency shall ensure adherence to applicable administrative and statutory requirements  
**13. I certify that the information provided above is, to the best of my knowledge, true and correct.**



Sep 9, 2024

Department Head (Print: Juanita Lauti )

Date

Reserved for CPO/Delegee Use Only

**14 .Date Notice Posted: August 29,2024**

The CPO is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven (7) calendar days or as otherwise allowed from the above posted date to: Chief Procurement Officer, HHSC, 3675 Kilauea Ave., Honolulu, Hawaii 96816

**Chief Procurement Officer's comments:**

15.  **APPROVED**

**DISAPPROVED:**

**NO ACTION REQUIR**



HHSC Chief Procurement Officer - *Signature*

Sep 9, 2024

Date