

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

Number: EX13-024

1. TO: Chief Procurement Officer

2. FROM: James Brady

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:

HHSC desires to participate in the Polycom Grant Assistance Program (PGAP) in order to apply for the February 2013 Telehealth Network Grant Program opportunity to improve/enhance/fund existing HHSC Telehealth programs/initiatives.

4. Name and Address of Vendor:

Laura Lundahl, MPA
Grant Development Manager
Polycom Grant Assistance Program (PGAP)
Polycom, Inc. | p: 206.554.1568 | f: 855.872.8470
1900 West Nickerson Street, 116-12, Seattle Washington 98119

5. Price: No cost

6. Term of Contract: From: Date of Execution To: One Year

7. Prior Exemption Ref. No.

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

HHSC desires to participate in the Polycom Grant Assistance Program (PGAP) in order to apply for the existing Telehealth Network Grant Program opportunity. The deadline to apply for the existing grant opportunity is the second week of February 2013. The grant is capped at 250k per year for three years (totaling 750K maximum potential for HHSC). The primary allowable cost in this grant is IT/ VC equipment and infrastructure. The main objective for apply for the grant is to improve/expand existing HHSC Telehealth initiatives/programs, such Tele dermatology (Kauai region), Telepsychology (Oahu region), Telecardiology (Maui region), etc. Polycom will provide the grant writing assistance. There is not cost of HHSC for this engagement. HHSC is not obligated to select Polycom equipment if HHSC is awarded grant funding. James Brady will be working closely with HHSC CMO and regional medical directors on this initiative. Due to the time constraints on needing to apply by early February 2013, and HHSC not having any existing staff to write up the grant proposal, using competitive means to select a grant writer is not feasible.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: Due to the reasons outlined in #8 above, direct negotiation with Polycom to provide grant writing services needs to take place.

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

The exemption request is reviewed by HHSC corporate director of contracts management and then forwarded to the HHSC senior management for additional review in accordance with HHSC policies and procedures. The President and CEO of HHSC (or his delegated CPO) approves the exemption requests covering more than once facility and in accordance with internal procurement policies and procedures. HHSC policies and procedures will be followed and periodic reviews of the 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	
Alan Ito	CIO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
James Brady	Director of Technical Services	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Joe Evanoff	Director of Contracts	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration [Review exemption only]
Edward Chu	Corporate CFO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration

12. Direct inquiries to:

Contact Name: James Brady
Phone Number: 808-733-4090

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.


Department Head (Print: Alan Ito)

1/23/2013
Date

Reserved for CPO/Delegee Use Only

14 .Date Notice Posted: 1/24/13

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 REQUIREI

HHSC Chief Procurement Officer - Signature

Date