

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

**EX Number: EX14-002**

<b>1. TO:</b> Edward N. Chu - HHSC Chief Procurement Officer																	
<b>2. FROM:</b> Jay E. Kreuzer – Acting HHSC CIO																	
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:																	
<b>3. Description of goods, services or construction:</b> Professional services for HHSC Chief Information Officer duties																	
<b>4. Name and Address of Vendor:</b> Siemens	<b>5. Price:</b> \$TBD																
<b>6. Term of Contract:</b> From: Upon Date of Contract Execution To: One year	<b>7. Prior Exemption Ref. No.</b> N/A																
<p><b>8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State:</b></p> <p>HHSC is at a critical juncture in implementation of our Electronic Medical Records (EMR) system. It is essential to HHSC operations and patient care that we achieve a successful implementation. In order to achieve this HHSC must have a Chief Information Officer (CIO) in position to manage all aspects of the EMR implementation, to provide IT leadership, and oversee all regional non-EMR IT-related matters. The critical position of the HHSC CIO was suddenly vacated, thus exposing HHSC to project and operational failure if immediate resolution to filling the CIO position is not rapidly resolved.</p> <p>Siemens has been chosen by HHSC executive management to fill the CIO role. Siemens shall lead the Corporate Project Management Office (PMO), assist HHSC with optimization of the EMR in Kona Community Hospital and Kohala Hospital, roll out the EMR to additional facilities, facilitate knowledge transfer to permanent HHSC employees, and transform the HHSC IT department enabling the department to support the remaining implementation activities and systems in the post-EMR live environment. As part of the CIO role it is assuming, Siemens shall provide day-to-day operational management and support in all IT department matters, as requested.</p> <p>It is neither practical nor advantageous for HHSC to seek and hire a new corporate CIO, who has no existing operational knowledge of HHSC, given the time constraints for achieving the EMR Meaningful Use requirements. Siemens has the full breadth of operational understanding of the IT department complexities, and possesses the ability to best maneuver through our EMR implementation process.</p>																	
<p><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 contracting with Siemens, no formal solicitation will be performed.</p>																	
<p><b>10. A description of the agency's internal controls and approval requirements for the exempted procurement:</b></p> <p>The exemption request is reviewed by HHSC senior management 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.</p>																	
<p><b>11. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Position</th> <th colspan="2" style="text-align: center;">Involvement in Process</th> </tr> </thead> <tbody> <tr> <td>Jay E. Kreuzer</td> <td>Regional CEO &amp; Acting HHSC CIO</td> <td style="text-align: center;"><input type="checkbox"/> Approval</td> <td style="text-align: center;"><input checked="" type="checkbox"/> Administration</td> </tr> <tr> <td>Edward N. Chu</td> <td>HHSC CFO</td> <td style="text-align: center;"><input checked="" type="checkbox"/> Approval</td> <td style="text-align: center;"><input type="checkbox"/> Administration</td> </tr> <tr> <td>Paul Tsukiyama</td> <td>HHSC VP &amp; Director of HR</td> <td style="text-align: center;"><input type="checkbox"/> Approval</td> <td style="text-align: center;"><input checked="" type="checkbox"/> Administration</td> </tr> </tbody> </table>		Name	Position	Involvement in Process		Jay E. Kreuzer	Regional CEO & Acting HHSC CIO	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration	Edward N. Chu	HHSC CFO	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration	Paul Tsukiyama	HHSC VP & Director of HR	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
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12. Direct Inquiries to: Jay Kreuzer | Phone Number: (808) 322-4433 | jkreuzer@hhsc.org

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

Jay E. Kreuzer Jay E. Kreuzer 9/10/13  
Department Head (Print: Jay E. Kreuzer ) Date

Reserved for CPO/Delegee Use Only

14 .Date Notice Posted: 8/23/13

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 REQUIRED

E. N. Ch...  
HHSC Chief Procurement Officer - Signature

9/25/13  
Date

**HHSC EXEMPTION REQUEST INSTRUCTIONS**  
**PUR 007 (Rev. 1/30/12)**  
**HHSC PUR 007**

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**HHSC PUR FORM 007- NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS:**

**A. When Used**

This form is used by HHSC Corporate Office and System-Wide procurements to declare that the identified goods, services, or construction are under review for procurement with an exemption under Chapter 103D, HRS. The form will be posted by the HHSC Contract Management office – Alison Stransky, on a designated HHSC public website for seven (7) calendar days.

The procurement **EXEMPTION No. (EX #)** located at the top right of the page is the number that will be assigned by the HHSC Contracts Mgt. Office for record keeping purposes.

**B. General**

This form has been formatted to be completed, and then printed. The completed and signed exemption request shall be sent to HHSC Director of Contracts & Materials Mgt. for final review and acceptance:

**Hawaii Health Systems Corporation**  
Contracts Department  
Attn: Joe Evanoff  
[jevanoff@hhsc.org](mailto:jevanoff@hhsc.org)  
3675 Kilauea Avenue  
Honolulu, HI 96816

**C. Form Item Usage**

- BOX No 1. To.** The form is submitted to the Chief Procurement Officer (CPO) after review by HHSC Director of Contracts.
- BOX No 2. From Department.** The name of the department or organization that is requesting the purchase exemption from HRS Chapter 103D.
- BOX No 3. Description of the goods, services, or construction.** Provide a brief, concise description. The description should be limited to the actual good, service, or construction and not how or why it is being requested.
- BOX No 4. Vendor, Address.** The name and address of the vendor that is to provide the goods, services, or construction. If this request involves multiple vendors, please attach a separate sheet providing the required information or each vendor.
- BOX No 5. Price.** Please provide the total price for the goods, services, or construction. If not known, provide an estimated amount.
- BOX No 6. Terms of Contract.** The FROM and TO dates associated with the purchase exemption, format = mm/dd/yyyy. The start date cannot be earlier than the date approved by the CPO. If this is a "one-time purchase," designate this in the space
- BOX No 7. Prior Exemption Reference No.** If a similar request was previously submitted to the HHSC, please provide the number that was assigned to the prior request by the HHSC. HHSC Contract Management Dept. will provide Exemption # for "new" Exemptions.

- BOX No 8.** Explanation by procurement by competitive means is either not practicable or advantageous to the State. The HHSC or requestor must explain why it is not practicable or advantageous to procure the goods, services, or construction by competitive means. The fact that a vendor has prior knowledge or experience is not, by itself, sufficient to justify the exemption. Also, statements such as, "There are no other vendors that have the specialized knowledge to provide the good, services, or construction" must be supported with facts.
- BOX No 9.** Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable. The HHSC requestor must provide how the vendor was or will be selected. If not issuing a public notice, describe how vendors will be notified and afforded the opportunity to provide the goods, services, or construction as practicable. If direct negotiation with a single vendor, provide the determination for not allowing open competition.
- BOX No 10.** A Description of the HHSC's internal controls and approval requirements for the exempted procurement. Provide a description on the HHSC's processes for review and approvals for the exempted good, service or construction.
- BOX No 11.** A list of HHSC personnel, by position, who will be involved in the approval process and administration of the contract. List the name(s) of personnel who will be responsible for the approval and administration of the exempted good, service, or construction.
- BOX No 12.** Direct any inquiries to. The name of the contracts/purchasing department or HHSC Technical Rep, contact person, contact telephone and fax number to which questions regarding the Notice of and Request for Exemption From Chapter 103D, HRS, are to be directed.
- BOX No 13.** Certification by Department Head. The Department Head or designee by written delegation must certify the information in the request by signing and dating the request.
- BOX No 14.** Date Notice Posted/Process to Submit Written Objections/CPO's comments.
- a. Date notice posted is the date that the Notice of Exemption Form HRS Chapter 103D was posted on the HHSC website by the HHSC Contract Mgt. Office.
  - b. The process to submit written objections is provided. Written objections will be received up to the deadline by the CPO.
  - c. The CPO may provide comments/explanations/conditions to an approved or disapproved request.
- BOX No 15.** Approved/Disapproved/No Action Required. Reserved for the CPO to check the appropriate box, sign, and date the request.

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