

EAST HAWAII REGION
NOTICE OF AND REQUEST FOR EXEMPTION
FROM COMPETITON

EX- 16-0003

1. TO: Regional Chief Procurement Officer
 2. FROM: Gary L. Callahan, Senior Contract Manager

Department/Division/Agency

Pursuant to East Hawaii Region Policy PUR 017, the Department requests a procurement exemption to purchase the following:

<p>3. Description of goods, services or construction: This Agreement is to allow HMC to have a membership in the Advisory Board Company's Service Line Strategy Advisor program. This program allows our clinical administration staff to join with an advisor to select a service line & develop a plan to market, promote and increase the use of the various service lines our facility offers. The main intent of this program is to get the most out of what we already have and to develop new business from our current lines of service.</p>	
<p>4. Name of Vendor: The Advisory Board Company</p> <p>Address: 2445 M Street, NW Washington, DC 20037</p>	<p>5. Price: \$ 186,000.00</p>
<p>6. Term of Contract: From: 8/31/15 To: 8/30/18</p>	<p>7. Prior Exemption Ref. No. N/A</p>
<p>8. Explanation describing how procurement by competitive means is either not practicable or advantageous to the State: The Advisory Board Company was originally hired as a contractor via a professional services solicitation. Their firm has gotten to know the various systems of our facility for revenue cycle, coding, accounts receivable since that time. They have provided best practices and educated our staff to dramatically improve their collections, claims processing times and maximizing the efforts of our Business Office. This new advisor service is not available in the marketplace as our Nursing Admin staff understand, and it is anticipated the potential benefit could be excellent.</p>	
<p>9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: East Hawaii Region Policies allow for fair and open competition for all vendors. In this instance, as the encumbent vendor has years of experience in the development and performance enhancement of the Business Office & Accounts Receivable Dept. No other vendor has the understanding & experience with our systems that Advisory Board Company has. If this type of advisory expertise were available in the marketplace, no firm could provide the equal service without serious evaluation and assessment of our full hospital.</p>	

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	
Dan Brinkman	Chief Executive Officer	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Money Atwal	Chief Financial Officer	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Gary L. Callahan	Senior Contract Manager	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
		<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: Contracts Management
 Contact Name: Gary L. Callahan
 Phone Number: (808) 932-3112
 Fax Number: (808) 933-2793

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

August 11, 2015

 Date

Reserved for RCPO/Designee Use Only

15. Date Notice Posted 08/11/2015

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