

EAST HAWAII REGION
NOTICE & REQUEST FOR SOLE SOURCE

1. TO: Regional Chief Executive Officer
2. FROM: Arthur Sampaga, Chief Nursing Officer

Pursuant to East Hawaii Region Policy, PUR 005, the Department requests sole source approval to purchase the following:

3. Description of goods, services, or construction:

Recruitment services, identifying qualified candidates for the Director of Nursing – ICU & Respiratory Services and Registered Professional Nurse V (Nurse Manager) – Surgery Gen-Major/Operating Room position at Hilo Benioff Medical Center. Recruitment will include pre-screening to assess familiarity in the corresponding nursing setting, leadership skills, cultural fit, alignment with the job description and interest/availability to relocate to the Hilo area.

4. Vendor Name: HealthLinx, Inc.

Address: P.O. Box 163425
Columbus, OH 43216

5. Price:

\$ ---28% Contingency
Rate based off 1st year
Annual Hired Salary

6. Term of

Contract: From: 07-15-2025 To: 07-14-2027
(mm/dd/yyyy)

7. Prior Sole Source Ref
No.

N/A

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:

The Director of Nursing – ICU & Respiratory Services position is a newly created role that will oversee the operation of these two departments. The RPN V role in Surgery Gen-Major is an existing role that was vacated after a long-time leader stepped down. Both roles provide the incumbent with an opportunity to enhance healthcare for residents of the Big Island while also building upon the strong foundation of skills and abilities of subordinate staff.

9. Essential Features: How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

A suitable candidate for the Director of Nursing will have the leadership capacity to build and grow an effective and responsive ICU and Respiratory Therapy units. As HBMC expands with 55 additional acute beds (including growing its ICU capacity from an 11-bed unit to a 19-bed unit), the director will play a critical role in engaging existing staff in this positive change, setting a vision for this area of the nursing division and recruiting high-performing nursing and respiratory personnel who are a strong cultural fit for our organization.

The RPN V for Surgery Gen-Major/Operating Room has the opportunity to bring a new vision to this critical department, strengthening the operation of this team.

It should be noted that both roles will interface significantly with physicians/providers and other nursing and ancillary units throughout the hospital, at times handling highly complex and sensitive matters. Exceptional communication, problem solving and customer service skills are necessary.

10: Sole Source No. 26-0019

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:
HBMC conducted an extensive search for the Director of Nursing – ICU/Respiratory Services position over more than four months. The field of suitable candidates was very small, and the search was restarted after an identified candidate withdrew her acceptance of the offer.

12. **Direct any inquiries to:**

Department: Contracts Department

Contact Name/Title: Frank Schneider/Sr. Contract Manager

13 Phone Number: 808-932-3112

Fax Number: _____

Expenditure may be processed with a purchase order: ☐ Yes ☐ No If no, a contract must be executed

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, correct and that the goods, services, or construction are available through only one source.*

Arthur Sampaga Jr Arthur Sampaga Jr

07/14/2025

Department Head (sign and print name)

Date

Reserved for RCEO/Designee Use Only

15 Date Notice Posted: 07-15-2025

Submit written objections to this intent to issue a sole source contract within five (5) calendar days or as otherwise allowed from the above posted date to: Regional Chief Executive Officer
East Hawaii Region
1190 Waiānūenue Ave.
Hilo, Hawaii 96720

16. Regional Chief Executive Officer's comments:

17.

☐ APPROVED ☐ DISAPPROVED

☐ NO ACTION REQUIRED

Regional Chief Executive Officer

Date