

# Planning HAR Chapter 3-142 Planning includes, but is not limited to:

3

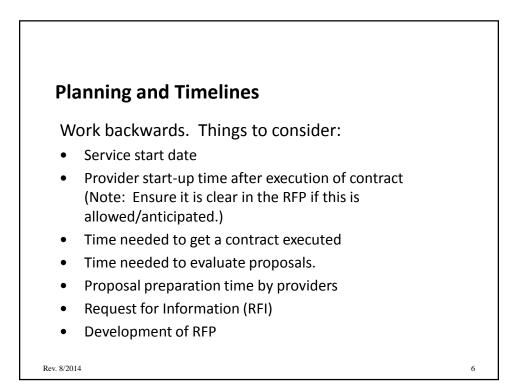
- 1. Determining service goals and outcomes
- 2. Determining what services to purchase based on the needs
- 3. Establishing clear service specifications and provider requirements
- 4. Establishing proposal evaluation criteria
- 5. Establishing procurement schedules
- Collaborating with stakeholders to establish service related parameters Rev. 8/2014





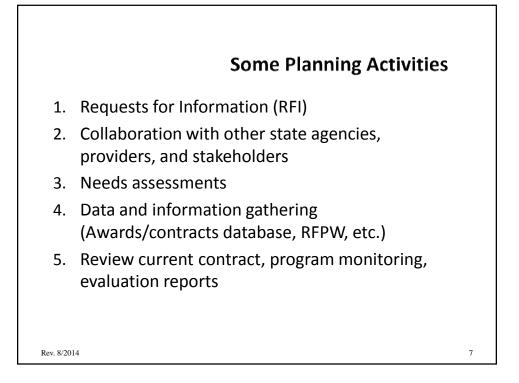
- RFP coordinator
- Program manager
- Proposal evaluators
- Fiscal staff
- Contract administrator
- Program evaluator

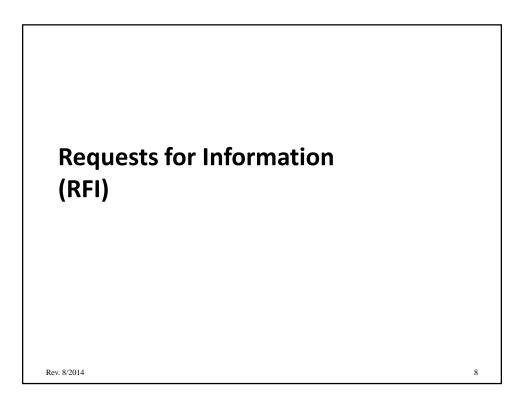
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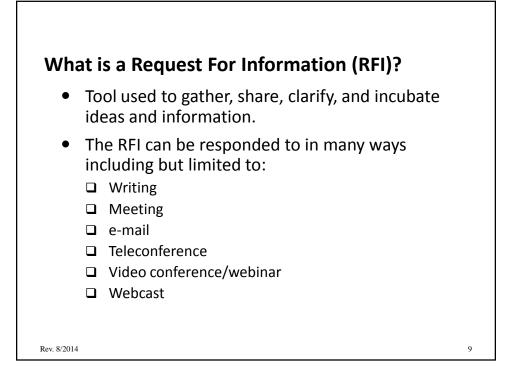


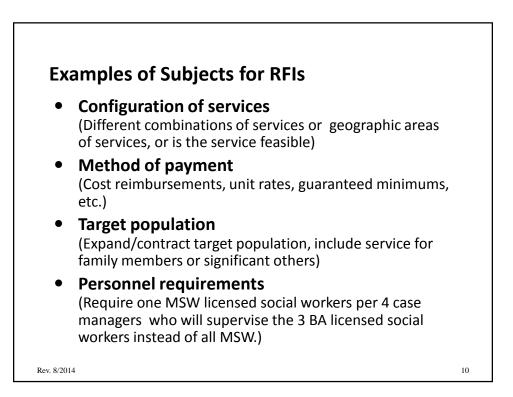
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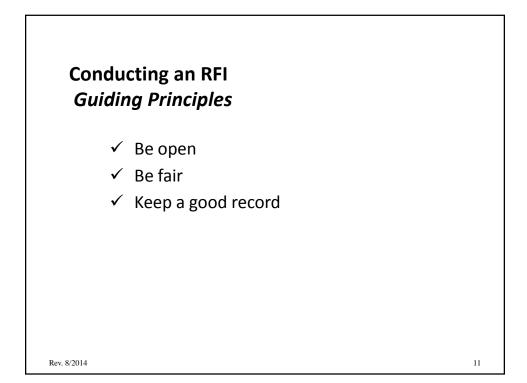
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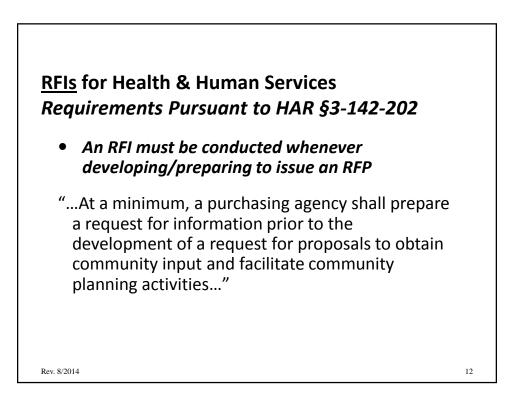


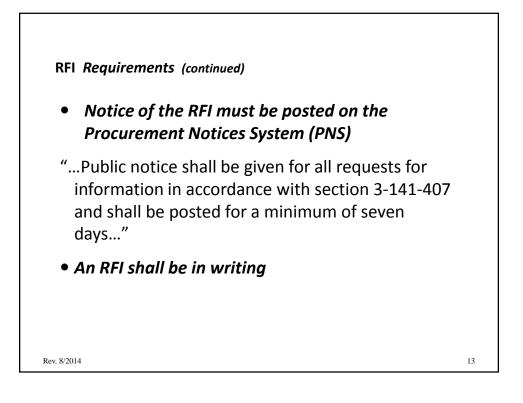


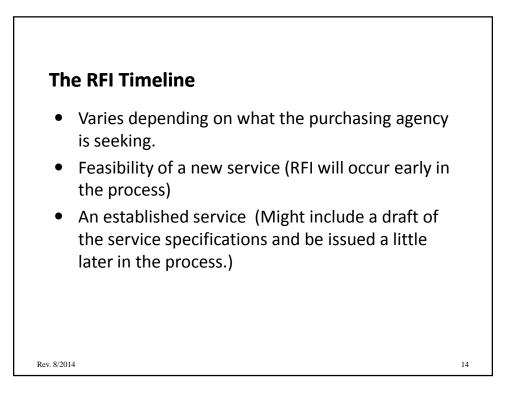


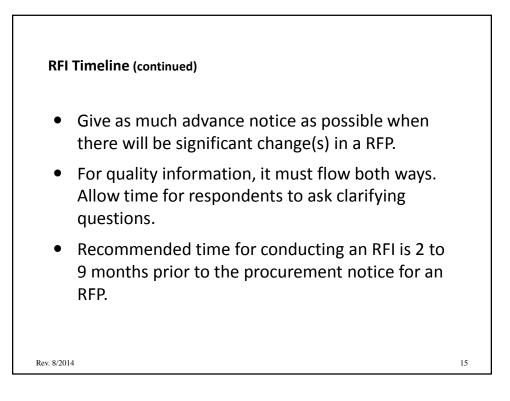


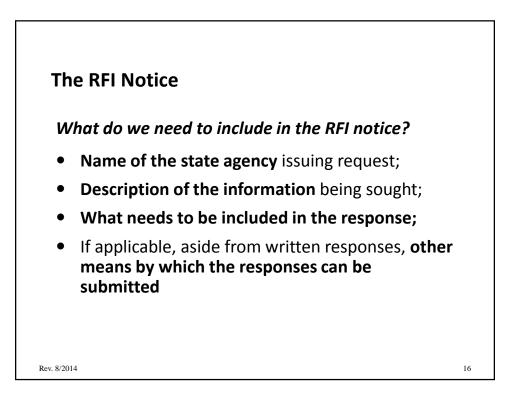


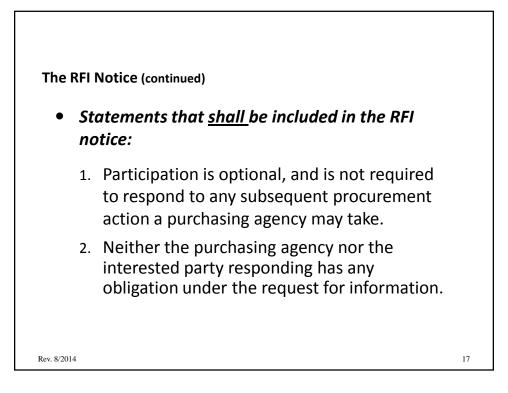


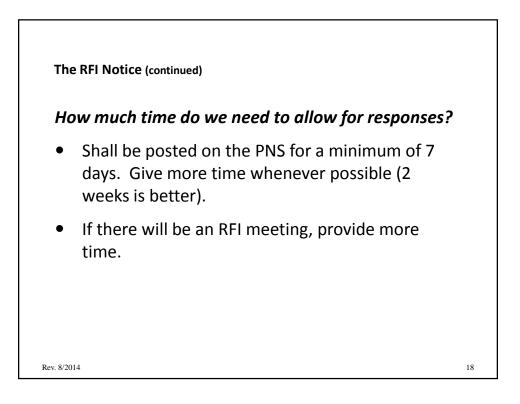


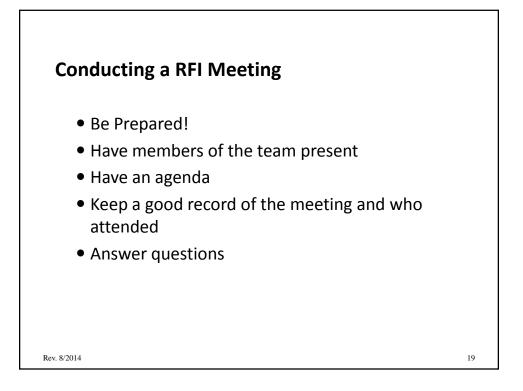


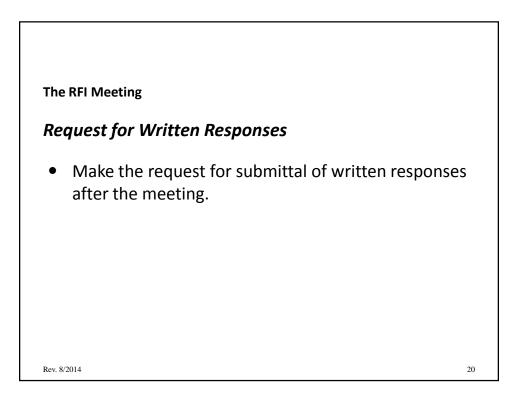










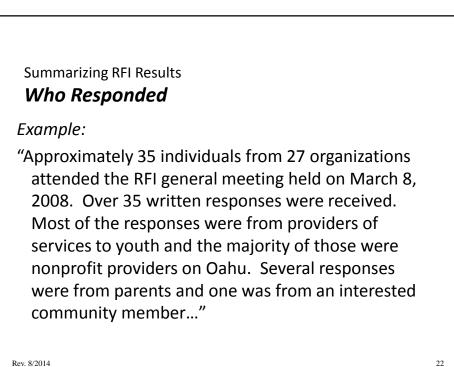


# Summarizing the RFI Results

Summarize approximately how many responded.

- How many attended the meeting.
- How many written responses.
- Summarize the issues.
  - ~ Generally questions are grouped into clusters of issues.
- Summarize the purchasing agency's response.
  - ~ Measures the purchasing agency plans to take in response to the feedback.

Rev. 8/2014



22

21

### Summarizing RFI Results

#### **The Issues** Examples:

"**Unit Rate:** There were several comments about the unit rate. Most related to being paid the same unit rate for high intensity clients as low intensity clients and how this may lead to "creaming." There was one suggestion that pricing be a fixed price for an entire program and that only one contract awarded statewide. There was also a suggestion about utilizing capitated rates.

**Service Configuration:** There was one suggestion that services be configured for one provider to provide the services statewide. There were several other comments in this area reflecting that awarding to only one provider was unnecessary, would severely limit competition and was neither advisable nor feasible.

23

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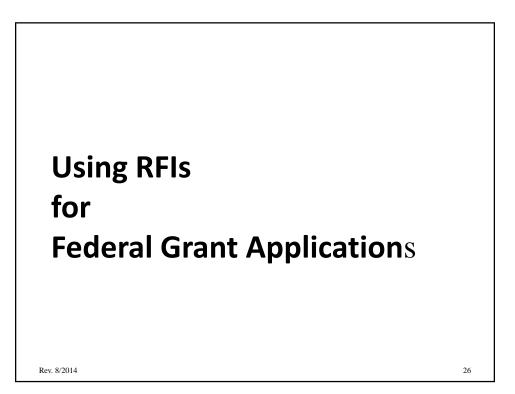
Summarizing the RFI Results *Response to Feedback* (continued)

Example 2:

**Service Configuration:** The biggest concern was the possibility of soliciting for one statewide contract. Several providers indicated it was not feasible in this field. ABCD will continue to contract by geographic by island with the exception that separate proposals will be accepted for East and West Hawaii..."

25

Rev. 8/2014

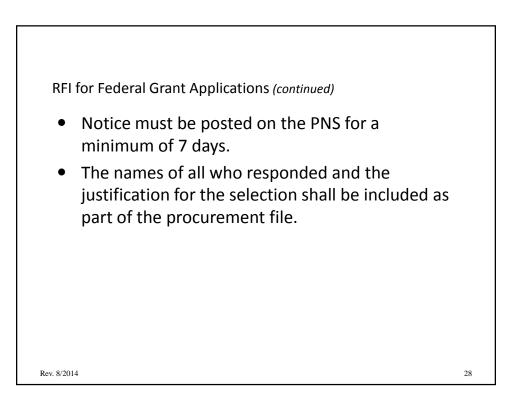


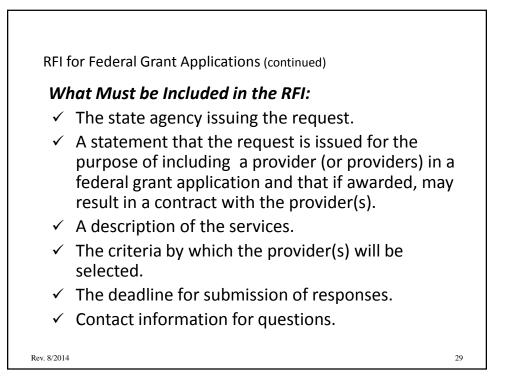


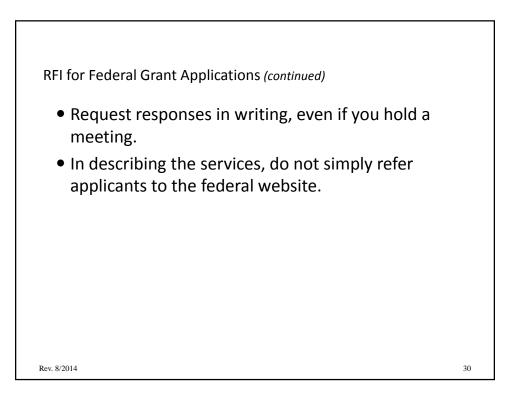
- This is **not** an exemption from procurement whenever federal funds are involved.
- This special procedure may **not** be used with block grant federal funds.
- This special procedure is to be utilized when:
  - > A state agency applies for a federal grant;
  - Grant application requires a description of how the funds will be spent; and
  - It is necessary or will increase the likelihood that the state agency will be awarded by naming the provider(s) in the grant application.

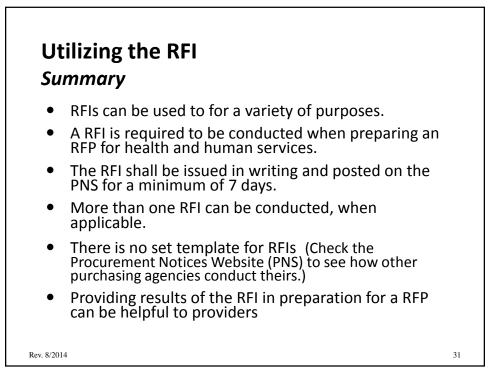
27

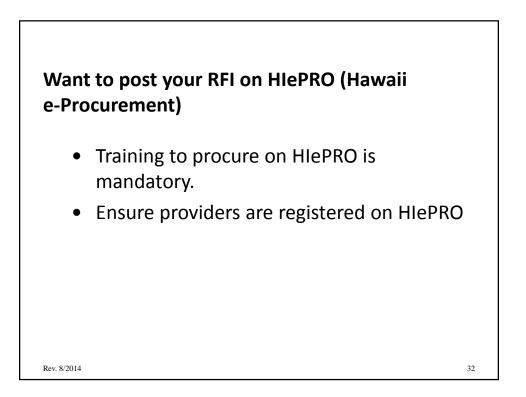
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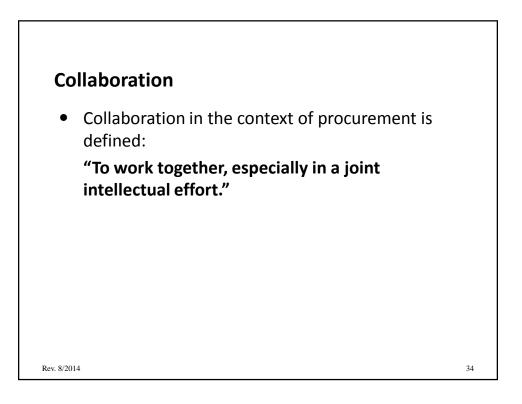




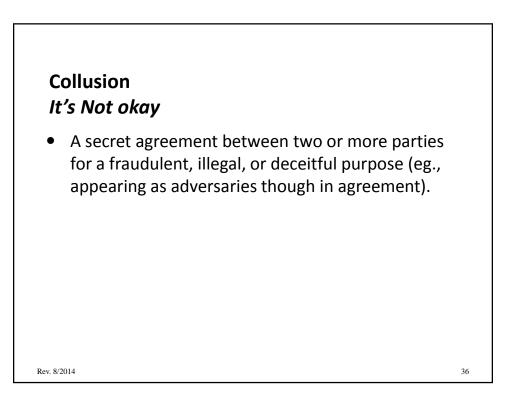








<b>Collaboration</b> <i>(continued)</i> <b>Uncompensated</b> provider participation is	
encouraged.	
Ask providers, other state agencies, clients, etc. to participate in planning activities.	
Collaboration also provides a "Heads up" or advance notice gives time to providers to plan & respond more effectively	
Rev. 8/2014	35

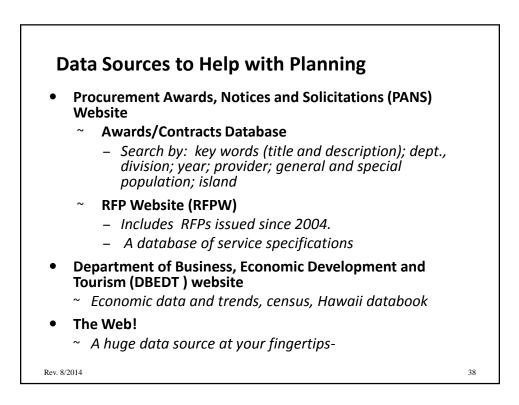


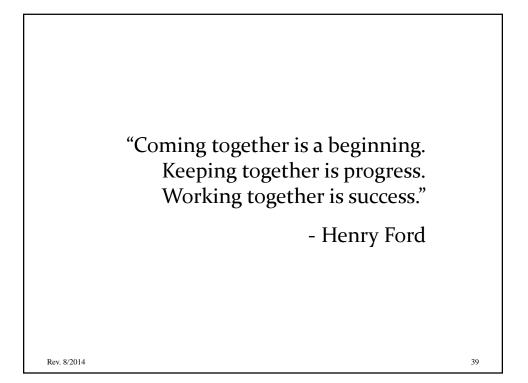
## Areas for Collaboration

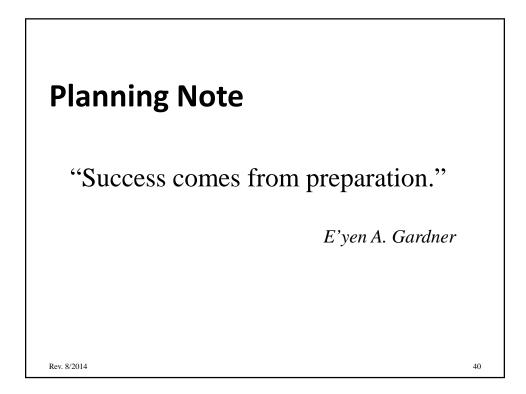
- Share information on community needs
- Determine best practices
- Inventory of available resources
- Budgetary or cost factors
- Configuration of services
- Recommendations for service specifications and requirements

37

Rev. 8/2014







# **Questions?**

The SPO website http://spo.hawaii.gov Manual for State & County Personnel > Procurement > Solicitation > Health & Human Services

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Rev. 8/2014

41