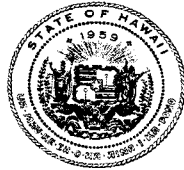


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June 3, 2004

MEMORANDUM

TO: The Honorable Mark J. Bennett, Department of the Attorney General
The Honorable Patricia Hamamoto, Department of Education
The Honorable Micah Kane, Department of Hawaiian Homelands
The Honorable Chiyome Fukino, M.D., Department of Health
The Honorable Lillian B. Koller, Department of Human Services
The Honorable Nelson B. Befitel, Department of Labor and Industrial Relations
The Honorable John F. Peyton Jr., Department of Public Safety
The Honorable Thomas R. Keller, The Judiciary

FROM: Aaron S. Fujioka, Administrator *Aaron S. Fujioka*

SUBJECT: Procurement Timeline for Competitive Purchases of Health and Human Services

We are requesting your review and comments on the proposed timeline for the competitive purchase of service method of procurement, pursuant to chapter 103F, HRS. As the state budgeting period approaches for fiscal biennium 05-07, the State Procurement Office (SPO) is coordinating procurement activities for contracts effective on or after July 1, 2005. This coordinated timeline eliminates the confusion when hundreds of requests for proposals (RFPs) are issued with different availability dates and proposal submittal deadlines.

The timeline is based on feedback from state agencies and private providers and our desire to execute contracts in a timely manner. Your staff members have worked with us on this timeline and on other procurement matters, and we appreciate their continued assistance and involvement with SPO.

The release date for the RFPs is scheduled for September 8, 2004 with the proposal submittal deadline on December 10, 2004. State agencies will be able to evaluate proposals and select providers from mid December through early April 2005. The remaining period of mid April through June will allow agencies to execute contracts effective on or after July 1, 2005.

SPO would appreciate your comments by June 25, 2004.

If you have any questions on this matter please contact me at 587-4700 or your staff may contact Mara Smith at 587-4704. Thank you.

Enclosure

STATE PROCUREMENT OFFICE

**TIMELINE FOR COMPETITIVE PURCHASES OF SERVICE METHOD OF PROCUREMENT
FOR HEALTH AND HUMAN SERVICES
CHAPTER 103F, HRS**

DRAFT
5/04

This timeline is to plan and coordinate the request for proposals (RFP) process among state purchasing agencies for contracts effective on or after July 1, 2005.

Activity	Dates
Planning Activities	January - August 2004 <i>(Reference: Chapter 3-142, HAR)</i>
Consolidated Report of Planned Purchases by SPO	Early July 2004
Public Notice Announcing RFPs	September 8, 2004
Distribution of RFPs	September 8, 2004 – December 10, 2003
RFP Orientation Sessions	Late September-October 2004
Addenda to RFPs (As Needed)	Within ten working days prior to or within a sufficient time before the submittal deadline. <i>(Reference: §3-143-301, HAR)</i>
Submission of Questions by Applicants Before Submittal Deadline (As Needed)	Within a reasonable time before submittal deadline <i>(Reference: §3-143-402, HAR)</i>
Response to Applicants' Questions (As Needed)	State Agencies shall promptly respond <i>(Reference: §3-143-402, HAR)</i>
Proposal Submittal Deadline	December 10, 2004 <i>(Reference: §3-143-204, HAR)</i>
Proposal Evaluation Period	Mid December - March 2005 <i>(Reference: §3-143-205, HAR)</i>
Final Revised Proposals (As Needed)	Late January –February 2005 <i>(Reference: §3-143-607, HAR)</i>
Provider Selection and Award	March - Early April 2005 <i>(Reference: §3-143-206, HAR)</i>
Notice of Statements of Finding and Decision to Applicants	March – Early April 2005 <i>(Reference: §3-143-303, HAR)</i>
Protest and Request for Reconsideration (As Needed)	Late March -Early May 2005 <i>(Reference: Chapter 148, HAR)</i>
Contract Development	March – Mid May 2005 <i>(Reference: Chapter 149, HAR)</i>
Contract Mailed to Provider for Signature	May 16, 2005
Contract Executed	June 24, 2005
Contract Start Date	July 1, 2005

Please direct questions to Mara Smith at 808 587-4704 or mara.smith@hawaii.gov or Corinne Higa at 808 587-4706 or corinne.y.higa@hawaii.gov