

Hawaii State Department of Health Child Abuse and Neglect Prevention Training Planner

SCOPE OF WORK

I. Introduction

The Hawaii State Department of Health ("DOH"), Maternal and Child Health Branch ("MCHB"), Child Abuse and Neglect Prevention Program (CANP-P) is responsible for administering the federal Community Based Child Abuse Prevention (CBCAP) grant. The purposes of the CBCAP grant are to: (1) support community-based efforts to develop, operate, enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect; and (2) to foster understanding, appreciation, and knowledge of diverse populations to prevent and treat child abuse and neglect.

The MCHB is committed to the primary prevention of violence so that all people, families, and communities are safe, healthy and free of violence. Different forms of violence – child abuse and neglect, domestic violence, intimate partner violence, and sexual violence are strongly connected to each other in many important ways. Understanding and addressing the interconnections among these forms of violence is key and a cross-cutting approach is important to achieving measurable reductions in violence.

The DOH MCHB is seeking the expertise of a Child Abuse and Neglect Prevention (CANP) Training Planner to develop a training plan for the DOH Child Abuse and Neglect Prevention Program (CANP-P). The plan must include a range of formats including webinars, on-line and on-demand, and in-person events. Trainings are to be based on the five Protective Factors (Concrete Supports, Nurturing and Attachment, Children's Social and Emotional Learning, Resiliency, Knowledge of Parenting and Child Development).

The time of performance for this work is July 20, 2022, through September 30, 2022.

II. Service Specifications

A. Specific Qualifications or Requirements

The Bidder shall:

1. Be based in the state of Hawaii.
2. Have a minimum of 3 years of experience planning virtual and in-person training events.
3. Have expert knowledge about the Protective Factors.
4. Have knowledge and familiarity working within the context of DOH policies, rules, and regulations related to procurement processes (i.e. purchase orders) and meeting/conference activities; and

Provide two (2) letters of support from public and/or private programs that support your expertise in planning virtual and in-person events.

B. Description of Tasks and Responsibilities

The Bidder shall describe in detail how the following will be accomplished:

1. Describe expertise in planning virtual and in-person trainings.
2. Describe how virtual and in-person trainings will be publicized.
3. Research currently available on-line, on-demand web-based trainings that present on Adverse Childhood Experiences (ACEs and Resilience and would be appropriate for professional and non-professional, non-traditional audiences, knowledge and skill sets.
4. Identify possible web-based sites that could serve as the host of the on-line, on-demand trainings and archive virtual trainings.
5. Research and provide a list of Hawaii and national speakers on topics as: ACEs and special populations, resilience and special populations, resilient communities, trauma-informed care and special populations, brain science, disparities, historical trauma, parent engagement,, self-care, and protective factors.
6. Schedule bi-weekly meeting with the Department of Health, MCHB, CANP-P Coordinator or designee.
7. Submit a Final Project Report to the DOH, CANP-P Coordinator no later than October 30, 2022, which shall include at a minimum:
 - a. A directory and abstract of available on-line, on-demand web-based trainings on ACEs and Resilience, their audience level or target, the time needed to view each training, sponsorship/affiliation of trainings, and if applicable, cost to access and view.
 - b. A directory of speakers, their topic area expertise, their work affiliation, (i.e., university, government, private organization) ,and their contact information.
 - c. Possible web-based sites that could serve as the host of the on-line, on-demand trainings and archive virtual trainings and estimated costs if available.

C. Period of Performance

1. The period of performance for the organization to complete this initiative is from July 20, 2022, to September 30, 2022.

III. Quote Submittal, Payments, and Invoicing Procedures

A. Submitting a Quote

1. Submit a quote following the requirements of the scope of work to provide the requested services from July 20, 2022 through September 30, 2022.

2. The attached Deliverable Cost and Timeline Quote table must be completed and submitted as part of the bidder's response to this solicitation. Each task and responsibility listed in *Section II, B. Tasks and Responsibilities*, must be included in the Deliverable Cost and Timeline Quote table. Cost should be based on the administration, purchase and delivery, and evaluation of the project not to exceed \$45,000.
3. The quote must include a detailed Narrative clearly describing how the bidder meets *II. Service Specifications: A. Specific Qualifications or Requirements and B. Tasks and Responsibilities*. The detailed *Narrative* shall include the following information: response to service specifications on specific qualifications or requirements, description of the Organization in relationship to tasks and responsibilities and compliance with the deliverables in the Cost and Timeline Quote. Additional documentation should be included as attachments to the quote.
2. The quote must include a description of the Bidder's invoicing procedure and a statement of the Bidder's ability to receive payment in the form of a State purchase order.
3. Note: Awarded Vendor shall acknowledge that "no work shall be undertaken prior to State purchase order approval." The State of Hawaii is not liable for any work, contracts, costs, loss of profits, or any damages whatsoever incurred by the Awarded Vendor prior to the State purchase order approval.

B. Form of Payment

Awarded Vendor shall be equipped to accept State purchase order. In addition, Awarded Vendor may be asked to be equipped to accept payment via credit card.

C. Procedure for Invoicing

1. Awarded Vendor shall submit invoices based upon completion of deliverables.
2. No advance payment shall be made.
3. The final invoice shall be submitted within forty-five (45) days after the end of the project period. Payment on the last invoice will not be processed until all tasks as per the Cost and Timeline Quote Table, responsibilities, deliverables, and activities are completed to the DOH's satisfaction.

D. Fee to Hawaii Information Consortium (HIC)

Please be advised that the Awarded Vendor will be responsible to pay NIC Hawaii a fee of 0.75% of the award, capped at \$5,000. NIC will bill the vendor directly via e-mail and the vendor can make payment online or by sending a check via regular mail. For technical assistance with HICPRO, please call NIC Hawaii at 808-695-4620.

E. Hawaii Compliance Express (“HCE”)

State agencies can award amounts of \$2,500.00 or greater only to those companies that are registered with Hawaii Compliance Express (HCE). The HCE is an electronic system that allows companies doing business with State or County agencies to quickly and easily obtain proof that they are compliant with applicable laws. The HCE certificate, “Certificate of Vendor Compliance,” is submitted in place of a tax clearance, labor certificate, and a Certificate of Good Standing required in Hawaii Revised Statutes (HRS) §103-D-310(c) and Hawaii Administrative Rules (HAR) §3-122-112. For most efficient and timely processing, please register now on Hawaii Compliance Express for a fee of \$12 per year at <https://vendors.ehawaii.gov/hce/splash/welcome.html>. For assistance with HCE registration, please call NIC Hawaii at 808-695-4620.

NOTE:

The attached Cost and Timeline Quote Table shall be completed and submitted as part of the Bidder’s response to this solicitation. **A copy of the Cost and Timeline Quote Table is on the next page.**

Cost and Timeline Quote Table
Child Abuse and Neglect Prevention Training Planner

Cost and Timeline Proposal Fiscal Year	Tasks and Responsibilities	SUBTOTAL
Sub Total:		
Hawaii GET:		
Total:		