

**Hawaii State Department of Health  
Family Strengthening, Parent Education, and Parent Support Services Program  
for Parents of Infants and Newborns**

**SCOPE OF WORK**

**I. Introduction**

The Hawaii Department of Health (“DOH”), Maternal and Child Health Branch (“MCHB”), Family Strengthening and Violence Prevention Unit (“FSVPU”) is seeking qualified applicants for a program to provide family strengthening, parent education and parent support services to parents of infants and newborns. This preventative focus will increase family wellness and build resilience by providing parents with a foundation of education and support to promote the best outcomes in the future.

The first few months of parenting can be some of the most challenging. One of the biggest challenges of new parenthood in Hawaii stems from the isolation parents face and the relationship challenges that follow. These services will target providing support and education during this important stage of life to focus on the well-being and growth of both the parent and the child to strengthen the family. This program will also promote the protective factors to reduce child abuse and neglect in families.

**II. Service Specifications**

**A. Specific Qualifications or Requirements**

The Bidder shall:

1. Have at least 5 (five) years of experience providing family strengthening, parent education and parent support services to parents of infants and newborns.
2. Be located in Hawaii and be able to provide services throughout the state.
3. Demonstrate an understanding of the aspects of various cultural groups living in Hawaii as it relates to parents and infants and newborns.
4. Demonstrate knowledge of infant and newborn development, new parent issues and other concerns related to newborns and infants under twelve (12) months of age.
5. Demonstrate an ability to provide services in person and adapt the delivery of services via e-mail, phone and video.
6. Demonstrate the necessary requirements to contract with the DOH.

**B. Description of Tasks and Responsibilities**

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

1. Facilitate eighty (80) or more classes and discussion groups providing parent education and parent support to parents of infants and newborns that promote parental resilience, social connections, and knowledge of parenting.

2. Classes and discussion groups will address topics pertaining to infants and newborns, such as infant care, feeding, infant development, and infant safety.
3. Classes and discussion groups will provide services focused on the well-being and resilience of parents, with topics such as relationship issues, adjustment, self-care and support needed for new parents.
4. Identify, develop, and implement an evaluation tool to assess the program's effectiveness.
5. Provide a final project report to DOH on the number of facilitated classes and discussion groups and how many parents received these services. The final report shall also include a narrative concerning successes, challenges, and plans for future activities.
6. Schedule and engage in monthly virtual meetings with DOH to discuss plans and progress of the tasks and responsibilities articulated in this scope of work.

### C. Period of Performance

The period of performance for the organization is from January 1, 2022 to September 30, 2023.

## III. Compensation and Payment

### A. Submitting a Quote

1. Submit a quote following the requirements of the scope of work to provide the requested services for the period **January 1, 2023 to September 30, 2023**.
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 **\$49,999.99**.
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.
4. 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 purchase order.
5. Note: Awarded Vendor shall acknowledge that "no work shall be undertaken prior to 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 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 including the quarterly reports, is completed to the DOH's satisfaction.

## **D. Fee to NIC Hawaii**

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 HlePRO, please call NIC Hawaii at 808-695-4620.

## **E. Hawaii Compliance Express**

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**

**Deliverable Cost and Timeline Quote**  
**Family Strengthening, Parent Education, and Parent Support Services Program**  
**for Parents of Infants and Newborns**

<b>Cost and Timeline Proposal Fiscal Year</b>	<b>Tasks and Responsibilities</b>	<b>SUBTOTAL</b>
Sub Total:		
Hawaii GET:		
<b>Total:</b>		