

**Hawaii State Department of Health  
Safe Sleep Hawaii Coalition Coordinator  
Scope of Work**

**I. Introduction**

The Department of Health (“DOH”), Maternal and Child Health Branch (“MCHB”) is seeking to procure services for a coordinator for the Safe Sleep Hawaii Coalition. The Safe Sleep Hawaii Coalition was established in 2002 to address the problem of healthy infants dying unexpectedly in Hawaii due to unsafe sleep practices. The Safe Sleep Hawaii Coalition provides statewide leadership in preventing infant deaths through the education of parents, caregivers, educators, and healthcare providers on safe sleep practices that follow the American Academy of Pediatrics (“AAP”) guidelines.

The Safe Sleep Hawaii Coalition Coordinator will be the point of contact for Safe Sleep Hawaii, partner with agencies and organizations, engage in outreach and recruitment, address policy, work with advocates and families, participate in the planning of trainings, presentations, websites, and other activities to promote and educate about safe sleep. The Safe Sleep Hawaii Coalition Coordinator will work closely with DOH-MCHB, the Safe Sleep Hawaii Coalition and other relevant partners.

**II. Service Specifications**

**A. Specific Qualifications or Requirements**

The Bidder shall:

1. Have at least 5 (five) years of experience providing safe sleep education services to prevent Sudden Unexpected Infant Death (SUID) and Sudden Infant Death Syndrome (SIDS).
2. Be located in the state of Hawaii.
3. Demonstrate knowledge of organizations and agencies concerned with safe sleep in all counties in Hawaii.
4. Demonstrate familiarity with resources and programs providing services to promote safe sleep in Hawaii.
5. Demonstrate an understanding of the aspects of various cultural groups living in Hawaii as it relates to infant sleep practices and environments.
6. Demonstrate knowledge of the AAP recommendations for safe sleep and other issues related specifically to newborns and infants under twelve (12) months of age.
7. Demonstrate a knowledge of policy pertaining to safe sleep in the context of laws, policies internal to organizations and agencies providing services to promote safe sleep and policies and procedures pertaining to a coalition.
8. 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. Be the point of contact for the Safe Sleep Hawaii Coalition, providing communication, correspondence and addressing inquiries pertaining to the coalition.
2. Assist with the planning and facilitation of all Safe Sleep Hawaii Coalition meetings, events, trainings, and activities. This includes communications, logistics, and ensuring Continuing Education Units are provided to professionals when appropriate.
3. Develop a membership list identifying current partners and identifying gaps in partnerships or potential partners in the state of Hawaii to connect with.
4. Develop a plan for and engage in the outreach to partners, agencies, parent educators and others involved in safe sleep to build relationships and recruit coalition members.
5. Develop a plan for and engage with parents, families or advocates in activities related to promoting safe sleep and strengthening the coalition. Parents, families, or advocates shall be compensated for their time and effort at a rate and in a manner approved by DOH-MCHB.
6. Develop a plan to identify safe sleep policies to address and work with individuals and organizations on policies statewide to ensure adherence to the safe sleep recommendations. Safe Sleep policies referenced in the plan may include those applicable to the public, internal to organizations and policies and procedures pertaining to the Safe Sleep Hawaii Coalition.
7. Provide DOH-MCHB with bi-monthly reports summarizing plans, efforts, activities accomplishments, and progress on contract deliverables.
8. Provide DOH-MCHB with a final project report concerning all activities and deliverables completed in this contract. The report shall also include a narrative concerning successes, challenges, and suggestions for future activities.
9. Schedule and engage in bi-weekly virtual meetings with DOH-MCHB to present plans and progress of the tasks and responsibilities articulated in this scope of work.

### **C. Period of Performance**

The period of performance is from January 1, 2023, 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, 2022, 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 HIePRO, 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.

**Deliverable Cost and Timeline Quote  
Safe Sleep Hawaii Coalition Coordinator**

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