

**Hawaii State Department of Health
Maternal and Child Health Training Coordinator**

SCOPE OF WORK

I. Introduction

The Hawaii State Department of Health (DOH), Maternal and Child Health Branch (MCHB) seeks collaboration with community providers to assess, identify, address, evaluate and establish strategies to improve public health systems statewide. The mission of the MCHB is to provide leadership to assure healthy outcomes for the women, children, and families of Hawaii. To accomplish such, the MCHB administers major state and federally funded public health prevention programs including Reproductive Health Care and Support Services, Adolescent Health Personal Responsibility Education, Maternal Infant Early Childhood Home Visiting, Child Abuse and Neglect Prevention, Sexual Violence Prevention, Domestic Violence Prevention, Parenting Support, and Fatality Reviews for the prevention of Domestic Violence, Maternal Mortality and Child Deaths.

The MCHB acknowledges changes in the public health workforce and the need for resources to adapt to the ever-changing healthcare environment and is currently seeking the expertise of a MCHB Training Coordinator (“Coordinator”) to procure, plan, implement, and coordinate trainings between February 17, 2023 and December 30, 2023. The coordinator will work collaboratively with designated MCHB program staff in solidifying the training topics and will be responsible for overseeing, managing, and planning logistical event details such as registration, coordinator of the virtual meeting platform/venue, payment of speaker fees, and related materials including agendas, pre-training mailouts, collecting and analyzing participant feedback, and provision of hospitality services for trainings.

II. Service Specifications

A. Specific Qualification or Requirements

The Bidder shall:

1. Be based in Hawaii;
2. Provide expertise through regularly scheduled discussions with MCHB staff which may occur face-to-face, by phone or electronic means of communication;
3. Have expert knowledge and skills in event coordination, planning, and collaboration with, at minimum, five (5) years of experience coordinating small to large-scale events preferably hosted by DOH and other governmental agencies;

4. Have, at minimum, one (1) year coordinating trainings/conferences via a virtual event platform utilizing digital smart technology with audio, visual, and interactive elements;
5. Provide three (3) letters of support specifically from different governmental programs that support your expertise in coordinating past conferences;
6. Have knowledge and familiarity working within the context of DOH policies, rules, and regulations related to procurement processes (i.e., purchase orders) and conference/training activities; and,
7. Reflect professionalism in all settings.

B. Description of Tasks and Responsibilities

The Bidder shall be responsible for the following tasks and responsibilities:

1. Attend and participate in up to five (5) coordinated and scheduled one-hour MCHB planning meetings by phone or electronic means of communication, keeping in close contact with MCHB staff members for the close collaboration of project activities leading up to, during, and following the training;
2. Arrange and coordinate registration and event logistics for up to six (6) virtual trainings via a virtual event platform and in-person trainings for up to one hundred (100) attendees.
3. The training topics will focus on building awareness and capacity in the areas of adolescence to young adults, implicit or unconscious bias, depression, and other healthcare training needs for healthcare professionals and stakeholders;
4. Selection of a virtual and physical event platform to engage the audience with interactive, immersive environments and touchpoints utilizing engagement tools such as: breakout spaces for networking, gamification, live streaming, polling, Question & Answer session and chats, virtual and in-person meetings, virtual booths, and workshop facilitation;
5. Training event logistics include expenses such as fees associated with access to the virtual event platform; create and dissemination of e-vites, coordinating registration; pre-event mailouts of pre-conference kit/supplies; speaker's fees; and other event related costs, as needed and identified by the MCHB Program staff;
6. Serve as the point of contact and liaison for the MCHB Program staff for attendees, guests, and/or speakers for designated training events;
7. Procure and process invoices and payments to meeting platform(s) and varied speakers or vendors in coordination with and as directed by designated MCHB Program staff as related to the training;
8. Procure meeting supplies and equipment as identified and needed to conduct the training;
9. Collect, compile, upload and/or distribute printed and/or electronic materials such as speaker's PowerPoint presentations, training agendas, and training materials for designated attendees;

10. Ensure the coordination of speaker's audio/visual needs with the virtual event platform;
11. Contact and coordinate with MCHB Program staff or speakers for their desired virtual or in-person audio/visual needs and coordinate with the virtual and physical platform;
12. Provide virtual and in-person hospitality services to speakers and attendees to include incentives such as leis and other identified related hospitality items as needed and coordinated by designated MCHB Program staff;
13. Provide day-of training facilitation services as needed and identified by the MCHB Program staff;
14. Issue check payment directly to each presenter for payment in an amount directed by designated MCHB Program staff and provide them to speakers at the completion of the training or as directed by MCHB program staff;
15. Identify, develop, and implement an evaluation tool to capture feedback from attendees. The evaluation tool(s) and survey questions for the evaluation report must be developed and approved in collaboration with designated MCHB Program staff;
16. Implement, coordinate, and obtain feedback/survey participation with the goal of, at minimum, fifty percent (50%) or greater response from attendees;
17. Compile feedback responses and provide an evaluation summary report within ten (10) days following a training;
18. Serve as the point of contact and coordinate post-event closing needs and activities on-site;
19. Manage and provide payment for invoices and process reimbursements related to the MCHB training event as directed by designated MCHB Program staff; and
20. Once all tasks, deliverables, and activities have been completed, submit a Final Project Report.

C. Period of Performance

The period of performance for the organization to conduct all training related activities is from February 17, 2023 and December 30, 2023.

III. Quote Submittal, Payments, and Invoicing Procedures

A. Submitting a Quote

Submit a quote following the requirements of the Scope of Work to provide the requested services for the period February 17, 2023 and December 30, 2023.

1. The attached Deliverable Cost and Timeline Quote table must be completed and submitted as part of the bidder's response to this solicitation. Cost should be based on the administration, purchase, delivery, and evaluation of the project not to exceed **\$49,490.00**.

2. 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 the tasks and responsibilities and compliance with the deliverables in the *Cost and Timeline Quote*. Additional documentation should be included as attachments to the quote.
3. 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 and/or credit card.
4. 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 Proposal, responsibilities, deliverables, and activities including the Final Project Report is completed to the DOH's satisfaction.

D. Fee to NIC

Please be advised that 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 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 Proposal
MATERNAL AND CHILD HEALTH TRAINING COORDINATOR**

| Cost and Timeline Proposal Fiscal Year | Tasks and Responsibilities | SUBTOTAL |
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