

**Department of Health
State-Level Sexual Violence Prevention Evaluation Consultant**

I. Scope of Work

A. Introduction

The Hawaii State Department of Health (“DOH”), Maternal and Child Health Branch (“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, Sexual Violence Prevention (SVP) Program is seeing the expertise and skills of an Evaluation Consultant to assist in the implementation and refinement of Hawaii’s SVP State-Level Evaluation Plan (SLEP), including process and outcome evaluation. The SLEP will evaluate ongoing SVP efforts and performance measures per guidance from the Centers for Disease Control and Prevention (CDC). Using a public health approach, DOH’s goal is to implement a SLEP that will assist MCHB in meeting the requirements of the CDC’s Rape Prevention and Education (RPE) Notice of Funding Opportunity 19-1902.

A data monitoring system will be used to evaluate the implementation of sexual violence primary prevention strategies and activities statewide. The SLEP will aim to develop and build SVP program evaluation capacity through the continuous monitoring of community and program needs, address risk and protective factors, share best practices, and provide recommendations for future effective SVP programming. The SLEP shall also include ways to determine awareness and understanding of sexual violence among youth and young adults, individuals with disabilities, and other populations “at-risk” for sexual violence. In addition, the CDC’s emphasis on community-level prevention strategies through SVP partnerships and collaborations will also be evaluated to align and support the goals/objectives of the RPE State Action Plan. This project must be completed by January 31, 2024.

II. Service Specifications

A. Specific Qualifications and Requirements

The CONTRACTOR shall:

1. Be based in the United States;

2. Demonstrate a minimum of five (5) years of experience using a public health approach to violence prevention evaluation activities;
3. Provide a resume/Curriculum Vitae and a detailed description of previous projects and/or contracts similar in size and scope of proposed services in Hawaii and include points of contact, addresses, email addresses, and telephone numbers for previous projects;
4. Demonstrate experience and knowledge of the CDC's sexual violence primary prevention goals and objectives as defined by the RPE Program;
5. Provide three (3) professional references that include names, titles, addresses, email addresses, and telephone numbers; the DOH reserves the right to contact these professional references;
6. Have knowledge, experience, and familiarity working within the context of DOH policies, rules, and regulations related to procurement processes (i.e., purchase orders);
7. Demonstrate the necessary requirements to contract with the DOH; and
8. Reflect professionalism, adhering to the Hawaii Law of The Aloha Spirit, Hawaii Revised Statutes § 5-7.5, in all settings.

B. Description of Tasks and Responsibilities

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

1. Assist DOH in implementing and refining a SLEP, including a data monitoring system to evaluate process and outcome measures for sexual violence primary prevention strategies and activities statewide;
2. Monthly telephone or virtual meetings with DOH staff for planning and to provide information for RPE reports as requested by DOH;
3. Participate in monthly RPE conference calls, webinars, and recipients' meetings as needed;
4. Ongoing assessment of the data monitoring system to refine selected indicators and data tools, building capacity to monitor efforts for continuous program improvement and providing DOH with a foundation for the SLEP;
5. In collaboration with DOH staff, develop and continuously improve data collection and evaluation tools for use by SVP funded programs including, but not limited to, the Sex Abuse Treatment Center, the Na Leo Kane Collaborative and statewide SVP Community Action Teams (CATs);
6. Quarterly virtual or in-person meetings to assist DOH staff and SVP contracted providers to strengthen data collection and evaluation capacity;
7. Identify, review, and analyze current data sources from local and national sexual violence resources;
8. Provide guidance and planning for the selection of surveillance questions to inform DOH and the statewide community on the prevalence of sexual violence, particularly those at risk, as well as protective factors;
9. Based on current information from local and national data sources, assist DOH with recommendations for collaborative violence prevention efforts, including common risk/protective factors of related domestic violence, child abuse and neglect, and sexual

- violence, and to develop SVP fact sheets and infographics for state and community-wide distribution;
10. Provide expertise and guidance for data analyses to be used in program evaluation and program planning in order to maximize the impact of DOH prevention efforts using the public health approach;
 11. Assist DOH staff to review performance measures annually to ensure they are aligned with the RPE State Action Plan and SLEP, and assist with RPE Annual Performance Report and Continuing Application;
 12. Provide input for the CDC RPE Notice of Funding Opportunities and DOH Request for Proposals to fulfill the requirements of the RPE grant, including sub-recipient annual and multi-year action plans and outcome measures;
 13. Provide recommendations to DOH for the RPE State Action Plan for state-level SVP program improvement;
 14. Provide guidance for current and subsequent RPE Cooperative Agreement program evaluation related requirements;
 15. Attend RPE Leadership and Evaluator Networking Meetings as required;
 16. A written Final Project Report is required no later than forty-five (45) days from the end of the SVP project period, January 31, 2024, which shall include, at a minimum:
 - a. An executive summary;
 - b. Overall SLEP report, including data collection tools used and process/ outcome evaluation results;
 - c. Review of SVP data collected and implications for effective future programming efforts;
 - d. Recommendations to strengthen and improve state-level SVP program evaluation capacity; and
 - e. Recommendations for the next CDC Notice of Funding Opportunity, RPE 5-year Cooperative Agreement (2024-2028).

C. Period of Performance

The period of performance is from March 1, 2023 through January 31, 2024.

III. Quote Submittal, 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 March 1, 2023 through January 31, 2024.
2. The attached 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 Cost and Timeline Quote Table. Costs should be based on the administration, purchase and delivery, and evaluation of the project not to exceed **\$35,000.00.**

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 or requirements, description of the Organization in relationship to tasks and responsibilities and compliance with the deliverables in the Cost and Timeline Quote Table. 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 State purchase order.
5. Any modifications to this contract shall require written approval from specified DOH MCHB personnel. Mutual agreements must be in writing at least sixty (60) days prior to the expiration of the contract.
6. Note: Awarded CONTRACTOR 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 CONTRACTOR prior to the State purchase order approval.

B. Form of Payment

Awarded CONTRACTOR shall be equipped to accept State purchase order.

C. Procedure for Invoicing

1. Awarded CONTRACTOR 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 last activity has been completed. 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 NIC Hawaii

Please be advised that the Awarded CONTRACTOR will be responsible to pay NIC a fee of 0.75% of the award, capped at \$5,000.00. NIC will bill the CONTRACTOR directly via e-mail and the CONTRACTOR 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 ("HCE")

State agencies can award amounts of \$2,500.00 or greater only to those companies that are registered with 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 CONTRACTOR Compliance," is submitted in place of a tax clearance, labor certificate, and a Certificate of Good Standing required in Hawaii Revised Statutes (HRS) §103D-310(c) and Hawaii Administrative Rules (HAR) §3-122-112. To get started, a Taxpayer Identification Number (FEIN or SSN), Hawaii Tax ID#, Unemployment Insurance Identification number (UI ID#), if applicable, and a valid credit card for the \$12.00 annual registration fee will be needed to apply for the HCE service. Companies can register at <https://contractors.ehawaii.gov/hce/splash/welcome.html> and click on the [Frequently Asked Questions](#) link for further details. For assistance with questions on HCE registration, please call the Hawaii Information Consortium at 808-695-4620.

F. Certification Regarding Debarment and Suspension

By signing and submitting this proposal package, the prospective CONTRACTOR, as defined in 45 CFR Part 76, is providing certification regarding debarment and suspension as set out in Appendix A of 45 CFR Part 76. The CONTRACTOR agrees that by submitting this application it will include, without modification, the clause in Appendix B of 45 CFR Part 76 in all lower tier covered transaction and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76. Should the CONTRACTOR not certify regarding debarment and suspension, an explanation as to why should be placed after the Cost and Timeline Quote in the proposal package.

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: Sexual Violence Prevention Evaluation Consultant

	Tasks and Responsibilities	Start Dates	Completion Dates	Quote Sub-Total
Project Period: Deliverables				
	Hawaii General Excise Tax (4.712%):			
	Total SVP Evaluation Consultant Fee:			
	Total:			