

**Hawaii State Department of Health
Sexual Violence Primary Prevention Coordinator – Individual/Relationship Level**

SCOPE OF WORK

I. 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 seeking proposals from qualified applicants to provide sexual violence primary prevention programs to prevent first-time sexual violence perpetration and victimization, and to promote healthy relationships among individuals and families. Programs are encouraged to include evidence-based, evidence-informed or promising SVP practices which implement strategies using a public health approach. This scope of work addresses SVP through primary prevention strategies in Hawaii’s public schools that are at greatest risk of being impacted by sexual violence. The target population for preventing sexual violence includes young children, adolescents, and young adults (i.e. <18 years old).

The Coordinator will assist with the management and implementation of an SVP training curricula at the individual and relationship levels of the Social-Ecological Model. These activities aim to raise awareness about sexual violence at selected public schools in Hawaii and share ways to prevent it, especially among youth. In addition, the Coordinator should also consider serving populations of youth at disproportionate risk for violence (e.g. students with disabilities, LGBTQ+ students). Finally, the Coordinator will assist the DOH MCHB in broadening its reach to support the goals/objectives of the SVP Program to prevent all forms of sexual violence, including sexual harassment, stalking, sexual exploitation, sexual assault, and rape, to stop the violence before it begins. This project must be completed by January 31, 2024.

II. Service Specifications

A. Specific Qualifications and Requirements

The Bidder shall:

1. Be based on Oahu;

2. Demonstrate a minimum of five (5) years of experience using a public health approach to implement sexual violence primary prevention training curricula activities;
3. Provide a resume/Curriculum Vitae and a detailed description of previous projects and/or contracts similar in 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. Attend the meetings and/or events, and keep in close contact with DV-SV Prevention Program staff for the collaboration of project activities leading up to, during, and following events, meetings, and trainings;
7. Have knowledge, experience, and familiarity working within the context of DOH policies, rules, and regulations related to procurement processes (i.e., purchase orders);
8. Demonstrate the necessary requirements to contract with the DOH; and
9. 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 Bidder shall describe in detail how the following will be accomplished:

1. Collaborate with DOH to prevent sexual violence perpetration in the State of Hawaii, through effective primary prevention interventions for youth;
2. Collaborate with DOH to promote respectful, healthy sexual relationships through prevention education for youth;
3. Implement evidence-based, evidence-informed or promising SVP practices and strategies at selected Hawaii public schools, using a public health approach;
4. Provide SVP training curricula, outreach activities and/or presentations to public school youth on Oahu and at least one other island (Hawaii, Maui, Kauai, Molokai, or Lanai);
5. Engage and collaborate with the DOH SVP Evaluation Consultant to refine data collection tools and methods;
6. Attend quarterly telephone or virtual meetings with DOH staff and Evaluation Consultant for program planning and updates;
7. Provide quarterly reports beginning June 30, 2023;
8. Provide monthly invoices beginning April 30, 2023;
9. Provide feedback and recommendations to DOH for state-level program improvement; and
10. A written Final Project Report is required no later than forty-five (45) days from the end of the project period, January 31, 2024, which shall include, at a minimum:
 - a. An executive summary;

- b. Performance/outcome measures;
- c. Review, evaluation, and feedback of SVP activities and presentations for youth; and
- d. Recommendations to strengthen and improve overall SVP programming.

C. Period of Performance

The period of performance for the organization to provide services as the Sexual Violence Primary Prevention Coordinator – Individual/Relationship Level is from April 1, 2023, through January 31, 2024.

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 for the period April 1, 2023 through January 31, 2024.
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. Costs should be based on the administration, purchase and delivery, and evaluation of the project not to exceed **\$49,900.00**.
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 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 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.

D. Procedure for Invoicing

1. Awarded Vendor shall submit invoices based on cost-reimbursement and 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.

E. 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.

F. 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.

Cost and Timeline Quote Table:
Sexual Violence Primary Prevention Coordinator – Individual/Relationship Level

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