

**2023 Hawaii Wellness Recovery Action Plan (WRAP)  
Training and Certification Series**

**SCOPE OF WORK**

**I. Introduction**

The mission of the Department of Health (DOH), Adult Mental Health Division (AMHD), is to lead, foster and coordinate a comprehensive mental health system that promotes mental wellbeing through the delivery of dignified, holistic, and culturally relevant health care and services for Hawaii's communities. To accomplish part of its mission, the AMHD coordinates and oversees statewide mental health inpatient and outpatient programs, services and treatments for Hawaii residents, age 18 years or older who have been diagnosed with a serious mental illness (SMI), who are court ordered to treatment, are under- or uninsured, and/or are victims of natural disasters and terrorism. The AMHD also provides services to individuals experiencing a behavioral health crisis regardless of age.

Through the AMHD's Performance Information Evaluation and Research (PIER) Branch, purchase-of-service providers are overseen, contracted, and monitored for mental health services including case management, day treatment, representative payee, crisis, housing, specialized residential, and long-term care. The AMHD PIER Branch is seeking the services of a Wellness Recovery Action Plan (WRAP) training entity with expertise in training and certifying WRAP group facilitators.

There are three (3) training and certification components. The time period for these trainings components to begin and to be completed is between April 2023 and December 2023.

Component I: Introductory WRAP training course providing basic framework for the origin, history and foundations; introducing key concepts; and providing an opportunity to practice and return demonstrate skill-based learning through the development of a WRAP. Start between April 3, 2023 and April 17, 2023 (13-15 attendees)

Component II: WRAP Group Facilitator training identifying knowledge areas, values and ethics of WRAP; developing a mentoring plan for co-facilitating evidence-based WRAP groups; developing creative approaches to facilitating and accommodating participant challenges and different group needs; and evaluating return demonstration of WRAP group facilitation skills. Includes certification for Hawaii WRAP Group Facilitator designation. Week of June 5-9, 2023 or June 19-23, 2023 (13-15 attendees)

Component III: Advanced WRAP Facilitator training building upon the skills learned in Component I and Component II; preparing for advanced level facilitator distinction including development of a biographical information sheet. Includes certification for Advanced Hawaii WRAP Facilitator designation. 3<sup>rd</sup> or 4<sup>th</sup> quarter 2023 (3-5 staff)

## **II. Service Specifications**

### **A. Specific Qualifications or Requirements**

The BIDDER shall:

1. Have a minimum of five (5) years of organizational experience planning and conducting Wellness Recovery Action Plan (WRAP) trainings to adults, including Certified Peer Specialists;
2. Be able to contract with certified WRAP facilitators to conduct each of the three (3) training and certification components;
3. Demonstrate the necessary requirements to contract with the DOH;
4. Have access to or utilize own electronic and technical equipment for managing, arranging and planning for events and related activities;
5. Be able to participate in scheduled discussions which may occur by telephone, in-person or Zoom, to keep in close contact with the AMHD PIER to coordinate activities, resources and details related to each of the three (3) training and certification components.
6. Be physically capable to walk, lift, carry and pull at least 15 lbs. to meet the training and activity needs, which may be required for setup and breakdown of meeting facilities.

### **B. Description of Tasks and Responsibilities**

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

1. Serve as the point of contact and liaison for AMHD PIER staff for attendees and WRAP facilitators, prior to, during and after each training component. Work closely and collaboratively with AMHD PIER staff to ensure activities in this scope of work are accomplished timely, professionally, and successfully, including obtaining approval before making purchases and submitting reimbursement requests.
2. Attend and participate in up to ten (10) scheduled one-hour planning meetings by phone or Zoom, with AMHD PIER staff for close collaboration of training and certification activities leading up to, during and following each training component.
3. Submit a draft training timeline that includes deliverables and due dates for each training component. Due no later than two (2) weeks after the initial one-hour planning meeting.
4. Submit a draft itemized budget spreadsheet that includes an estimate for each deliverable cost item. Due no later than three (3) weeks after the initial one-hour planning meeting.
5. Arrange and coordinate registration for each of the three (3) training components such as: eVites, pre-training, during and post-training communication to attendees,

compiling and mailing out learning materials and supplies to attendees, and other training related costs as needed and identified by AMHD PIER staff.

6. Procure and issue payment directly to vendors and facilitators in the amounts directed by AMHD PIER staff and as related to the three (3) training components.

Payment to vendors and facilitators for training logistics include meeting supplies and equipment as identified and needed to conduct each training component such as fees associated with accessing the virtual training platform, arranging and coordinating registration, securing in-person meeting facilities and breakout rooms for small group discussions, general meeting supplies, equipment and facilitation tools, assembling and distributing attendees' learning materials and supplies, and other training related costs pre-approved by AMHD PIER staff.

Mailed items should be directed to: Hawaii State Department of Health, AMHD Attn: Stacy Haituka, Communications and Training, 1250 Punchbowl Street, Rm. 256 Honolulu, HI 96813 not later than two weeks prior to each training component.

7. Identify, develop and implement an evaluation tool to identify and report attendee feedback. Compile attendee feedback and provide a draft evaluation summary report within fifteen (15) calendar days following each training component. The evaluation tool(s) and survey questions for the evaluation report must be developed and approved in collaboration with AMHD PIER staff.
8. Provide AMHD PIER staff with a copy of facilitator travel itineraries including airfare, lodging, ground transportation and per diem not later than two weeks prior to each training component.
9. Provide e-file copies of learning materials including training agendas, PowerPoint presentation slides, and training materials for attendees for AMHD PIER training files.
10. Generate itemized invoices for AMHD reimbursement related to each training component and as approved by AMHD PIER staff.
11. Once all tasks, responsibilities, deliverables, and training-related activities have been completed, submit a Final Training Report that includes copies of training agendas, sample eVite, pre/during/post-training communication to attendees, list of days/times for one-hour planning meetings, bulleted list of learning materials and supplies provided to each attendee with photo(s), at least one group photo per training component with attendees and facilitators, final evaluation summary reports (3 total), final training timeline, final budget spreadsheet with copies of vendor/facilitator invoices paid and supporting documents (e.g., copies of travel itineraries, airfare, lodging and ground transportation, per diem), and copies of itemized invoices submitted to AMHD for reimbursement.

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

The period of performance for the BIDDERS to conduct all training related activities is between April 2023 and December 2023.

### III. Quote Submittal, Payments and Invoicing Procedures

#### A. Submitting a Quote

The BIDDER shall submit a quote following the requirements of the Scope of Work to provide the requested services for the period April 2023 to December 2023. There are two parts to the quote.

1. Part I - The BIDDER's quote must include detailed *Narrative* responses using the following table of content sections, in this order:
  - a. BIDDER's Overview ("Who We Are") – maximum one (1) page
  - b. Summary of BIDDER's WRAP experience ("What We Do") – maximum one (1) page
  - c. Summary of BIDDER's qualifications for conducting the three training components ("How We Do What We Do") – maximum one (1) page
  - d. Summary of BIDDER's quality management ("How We Maintain/Support Facilitator Certifications") – maximum one page
  - e. Detailed narrative proposal clearly describing BIDDER's plans for accomplishing each of the items listed under *II. Service Specifications: A. Specific Qualifications or Requirements* – maximum eight pages (8)
  - f. Detailed narrative proposal clearly describing BIDDER's plans for accomplishing each of the items listed under *II. Service Specifications: B. Tasks and Responsibilities* – maximum eight (8) pages
  - g. Statement of BIDDER's ability to receive reimbursement in the form of a check payment or purchase order. – maximum one (1) page
  - h. Statement that the 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, cost, loss of profits, or any damages whatsoever incurred by the Awarded VENDOR prior to the purchase order approval. – maximum one (1) page
2. Part II – The BIDDER's quote must attach a *Cost Quote Table*, completely filled in with the cost for each item listed under *II, B. Tasks and Responsibilities*. Cost should be based on the administration, purchase and delivery, and evaluation of each training component, and total cost shall not exceed **\$49,390.00**.

The *Cost Quote Table* is attached as a separate document for this solicitation.

#### B. Form of Payment

The awarded VENDOR shall accept reimbursement in the form of a check payment or purchase order.

#### C. Procedure for Invoicing

1. The awarded VENDOR shall be registered in Hawaii Compliance Express (HCE) and either be on the AMHD's vendor list or be willing to complete the forms to be added to the list.
2. The awarded VENDOR shall submit itemized invoices based upon completion of deliverables for each training component.
3. No advance payment shall be made.

4. The final invoice shall be submitted within forty-five (45) days after the end of the last training component. Payment on the last invoice will not be processed until all tasks, responsibilities, deliverables and training-related activities have been completed, and a Final Training Report has been submitted 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 Hawaii will bill the VENDOR directly via email and the awarded 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 amount 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) §3-122-122. For most efficient and timely processing, please register now on Hawaii Compliance Express for a fee of \$12.00 per year at <https://vendors.ehawaii.gov/hce/splash/welcome.html>. For assistance with HCE registration, please call NIC Hawaii at 808-695-4620.