

**Hawaii State Department of Health
Sexual Violence Primary Prevention Event Coordinator**

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 for Sexual Violence Prevention Event Coordinator services to assist with the organization and implementation of SVP meetings, activities, and events. These activities aim to build the capacity of community and youth-serving organizations by raising awareness about sexual violence and share ways to prevent it, especially among youth. In addition, the activities should also consider the inclusion of youth at disproportionate risk for violence (e.g., students with disabilities, LGBTQ+ students) and build capacity to promote authentic, healthy relationships among families and peers, and throughout the community. Finally, the Coordinator will assist the DOH MCHB with organizing a Health Equity Capacity Assessment (HECA) to identify new and existing data. The HECA will advance MCHB’s efforts to increase the use of data for the selection of target populations and prevention approaches to increase health equity to prevent all forms of sexual violence, including sexual harassment, stalking, sexual exploitation, sexual assault, and rape. 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. Provide event coordination expertise through regularly scheduled discussions with the DV-SV Prevention Program staff which may occur face-to-face, by phone or electronic means of communication;
3. Have demonstrated expert knowledge and skills in meeting facilitation, event coordination, planning, and collaboration with, at minimum, seven (7) years of experience coordinating small to large-scale events preferably hosted by DOH and other governmental agencies;
4. 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;

5. Provide three (3) letters of support specifically from different Hawaii governmental programs that support your expertise in coordinating past conferences;
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 demonstrated knowledge and familiarity working within the context of DOH policies, rules, and regulations related to procurement processes (i.e., purchase orders) and meeting/conference activities;
8. Be physically capable to walk, lift, carry and pull at least 15 lbs. to meet the event coordination needs, which may be comprehensive, and physically demanding;
9. Demonstrate the necessary requirements to contract with the DOH; and
10. 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 be responsible for the following tasks and responsibilities:

1. Coordinate and arrange logistics for up to three (3) DOH-SVP meetings and up to two (2) events. SVP events are provided to Community Action Team (CAT) members to build capacity for leadership, to increase knowledge of risk and protective factors, and to promote health equity to prevent SV. The number of events is subject to change depending on needs identified by the SVP Program. Meetings and trainings may be held in-person or virtually.
 - 1.1 Attend, meet, and participate in coordinated and scheduled, SVP Program planning committee meetings in person, or by phone, as needed;
 - 1.2 Serve as the point of contact and liaison for SVP Program staff for attendees, guests and/or presenters for designated meetings, trainings, conferences and/or program-related activities;
 - 1.3 Coordinate and procure participant registration, air travel, ground transportation, and lodging for neighbor island SVP CAT members and/or identified attendees to attend meetings and events;
 - 1.4 Coordinate and provide on-site registration at SVP Program designated meetings, trainings, conferences and/or program-related activities;
 - 1.5 Procure and process invoices and payments to meeting venues and varied vendors in coordination with and as directed by designated SVP Program staff for meetings and trainings and/or program related activities;
 - 1.6 Collect, compile, upload and/or distribute printed and/or electronic materials such as speaker PowerPoint presentations, training/meeting agendas, meeting minutes/notes, and training materials for designated participants;

- 1.7 Upload training presentations and materials to SharePoint, Drop Box or a flash drive as directed, and print and distribute any related handouts as directed by designated SVP Program staff;
 - 1.8 Coordinate with venues to secure audio-visual equipment and wireless internet (Wi-Fi) and/or cable internet connection, and identify and coordinate equipment needs, where needed, for presenters and as directed by designated SVP Program staff;
 - 1.9 Contact and coordinate with SVP Program staff or presenters for their desired room design and layout and prepare conference room as directed;
 - 1.10 Provide hospitality services to presenters and visiting participants to include hospitality items as needed and coordinated by SVP Program staff;
 - 1.11 Collect, compile, and prepare speaker biographies and presentation materials;
 - 1.12 Issue check payments directly to each speaker for payment or honorariums in an amount directed by SVP Program staff and provide them to presenters at the completion of the event or as directed by SVP Program staff; and
 - 1.13 Serve as point of contact to coordinate all post-activity closing needs.
2. Coordinate and procure activities related to the development of stories and scripts to be used in the form plays, public services announcements, and/or videos to prevent sexual violence by sharing counter stories of masculinity and empowering messages for women and girls, and by promoting healthy relationships among youth. Activities are subject to change depending on the needs identified by the community and the SVP Program.
 - 2.1 Serve as the point of contact and liaison for SVP Program staff and SVP community partners for consultation, as needed for project activities;
 - 2.2 Attend, meet, and participate in coordinated and scheduled, one-hour SVP Program planning committee meetings in person, or by phone, as needed;
 - 2.3 Procure and process invoices and payments to varied vendors related to the development and production of content and materials, and as directed by designated by SVP Program staff;
 - 2.4 Procure meeting supplies, subscriptions for activities, and equipment as identified and needed to conduct SVP-related activities and events; and
 - 2.5 Manage and process reimbursements related to SVP community outreach events/activities and serve as point of contact to coordinate post activity closing needs.
3. Work with the DOH SVP Program staff to coordinate and procure the services of a Health

Equity Consultant (HEC) to conduct the HECA to identify new and existing data to be used to support health equity work

3.1 Serve as a point of contact and liaison for SVP Program staff and the HEC;

3.2 Procure and process invoices and payments to vendor related to the development and provision of training and technical assistance activities to advance health equity across the state, as directed by designated by SVP Program staff;

3.3 Procure meeting supplies, subscriptions for activities, and equipment as identified and needed to conduct HECA-related activities and events; and

3.4 Serve as point of contact to coordinate post-activity closing needs.

C. Period of Performance

The period of performance for the SVP Event Coordinator services is from July 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 July 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 **\$49,950.00**.
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.

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 (“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 assistance with HCE registration, please call NIC Hawaii at 808-695-4620. 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>.

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 Prevention Event Coordinator**

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