

Promoting Health Equity Scope of Services

I. Introduction

A. Overview and Purpose

Health equity is the state in which everyone has a fair and just opportunity to attain their highest level of health. Achieving this requires ongoing efforts to:

- Address historical and contemporary injustices;
- Overcome economic, social, and other obstacles to health and health care; and
- Eliminate preventable health disparities.

In order to address disparities and successfully promote health equity, public health professionals need to understand the unique challenges individuals and communities face. A competent MCH workforce acknowledges and understand the impact of long-standing, systemic inequities and racism and need to develop strategies and tools needed to implement systems changes. MCH PH practitioners must gain knowledge and skills to create effective policies and programs aligned with community needs and that dismantle inequities to improve the health of MCH populations.

The Hawaii State Department of Health (DOH), Family Health Services Division (FHSD) seeks a qualified community-based, non-profit organization in Hawaii to:

- Support the work of a newly formed Health Equity workgroup
- Support critical activities including meetings, trainings, assessment, planning, and communications and
- Support collaboration with the DOH Office of Health Equity
- Research and support implementation of best practices regarding health equity promotion.

B. Description of the Service Goals

The goal of this project is to support the FHSD Health Equity Workgroup development, capacity building, and effectiveness.

II. Scope of Services

A. Specifications and Requirements

The Bidder shall describe in detail how from June 20, 2023, or upon DOH FHSD approval, through May 20, 2024, it will provide the following:

- (1) Support regular meetings, training events & follow-up, and planning activities
- (2) Support implementation of pilot projects to improve workforce awareness, skills, practices

- (3) Assist with development of communication/educational materials and
- (4) Secure technical assistance to conduct research on best practices and assessment of FHSD current practices and demographics.

B. Period of Performance

The period of performance is from June 20, 2023 to May 20, 2024.

III. Experience of Capability

The awarded vendor:

- A. Must demonstrate a thorough understanding of the purpose and scope of this project, as well as demonstrate the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services to promote health equity.
- B. Cite any previous contracts relevant to this project for the last (3) years. Include a brief description of the scope of services performed and the period of performance covered by prior work relevant to this proposal.
- C. Have knowledge and experience with supporting workgroups, training, assessment, and planning
- D. Have experience working with the Family Health Services Division to strengthen capacity building and securing technical assistance
- E. Shall demonstrate adequate staffing capacity to provide contracted services and deliverables, including contract administration.
- F. Must provide evidence of being a nonprofit organization registered in the State of Hawaii.
- G. Must be available to meet in-person with FHSD.

IV. Compensation and Payment

A. Submitting a Proposal

- 1. Submit a proposal to meet the project goals/requirements through a scope of work to provide the requested services for the period June 20, 2023 and concluding by May 20, 2024.
- 2. The attached Cost and Timeline Proposal must be completed and submitted as part of the Bidder's response to this solicitation;
- 3. For technical assistance with HIEPRO, please call the Hawaii Information Consortium at 808-695-4620 or send email to hiepro@hawaii.gov.

B. Procedure for Invoicing

The awarded vendor shall submit three invoices: (1) one-third of the awarded amount shall be invoiced upon completion of an agreed upon detailed workplan and timeline; (2) one-third of the awarded amount shall be invoiced after the completion of the statewide stakeholder meeting; (3) final one-third of the awarded amount shall be invoiced after the completion of all deliverables. The final invoice must be submitted by May 20, 2024. See Cost and Timeline Proposal.

C. Form of Payment

The awarded vendor shall be equipped to accept State purchase order as forms of payment.

D. Fee to Hawaii Information Consortium (HIC)

Please be advised that the awarded vendor will be responsible to pay HIC a fee of 0.75% of the award, capped at \$5,000. HIC will bill the awarded vendor directly via e-mail and the vendor can make payment online or by sending a check via regular mail.

E. Hawaii Compliance Express

The awarded vendor must demonstrate proof of compliance for all awards of \$2,500 or greater. This includes a Certificate of Vendor Compliance from Hawaii Compliance Express which includes a Certificate of Good Standing from Department of Commerce and Consumer Affairs, a Tax Clearance from the Department of Taxation, and Compliance with HRS Chapters 383, Hawaii Employment Security Law (Unemployment Insurance) 386, (Worker's Compensation law) 392 Temporary Disability Insurance and 393 Prepaid Healthcare Act, from the Department of Labor and Industrial Relations.

NOTE: The attached Cost and Timeline Proposal shall be completed and submitted as part of the Bidder's response to this solicitation.

Cost and Timeline Proposal

Fiscal Year	Tasks and Responsibilities (June 20, 2023 to May 20, 2024)	Amount (\$)
06/20/23 to 05/20/24	<p>The Hawaii State Department of Health (DOH), Family Health Services Division (FHSD) seeks a qualified community-based, non-profit organization in Hawaii to:</p> <ul style="list-style-type: none"> • Support regular meetings, training events & follow-up, and planning activities • Support implementation of pilot projects to improve workforce awareness, skills, practices • Assist with development of communication/educational materials and • Secure technical assistance to conduct research on best practices and assessment of FHSD current practices and demographics 	
	Sub Total	
	Hawaii GET	
	Sub Total	
	HIC Fee (0.75%)	
	Total	