

PURCHASE SERVICES

Comprehensive System of Personnel Development Lead

NOTICE TO ALL OFFERORS

**This is a 103D Competitive Sealed Bid
HlePRO Solicitation**

Procurement Officer
State Procurement Office
State of Hawaii
Honolulu, HI 96813

Dear prospective vendor:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring that his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

- Sole Proprietor Partnership *Corporation Joint Venture
 Other _____
*State of Incorporation _____

Hawaii General Excise Tax License I.D. No. _____

Payment address (other than street address below): _____
City, State, Zip Code: _____

Business address (street address): _____
City, State, Zip Code: _____

Respectfully submitted:

Date: _____ (x) _____
Authorized (Original) Signature

Name and Title (Please Type or Print)

Telephone No.: _____ Fax No.: _____

E-mail Address: _____ ** _____
Exact Legal Name of Company (Offeror)

**If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

The following offer is hereby submitted to fulfill the requirements stated in this solicitation:

Item No.	Deliverables	Cost
1	Comprehensive System of Personnel Development Lead	
2		
3		
4		
5		
6		
7		
	TAX	
Total Cost		

Offeror: _____
Company Name

OFFEROR'S QUALIFICATION FORM

Please complete this form as fully and explicitly as possible to facilitate evaluation of your firm. Use additional sheets and substantiating documents when necessary.

A. Exact Legal Name of Contractor: _____

Street Address

City	State	Zip Code
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Subcontractor Name, if applicable: _____

Street Address

City	State	Zip Code
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Contact Person Name: _____ Cell No.: _____

Telephone No.: _____ Fax No.: _____

E-mail Address: _____

B. Experience and/or Qualifications:

1. The CONTRACTOR shall have an office space located in the State of Hawaii on the island of Oahu.

2. The CONTRACTOR shall have adequate staffing capacity to provide contracted services and deliverables as the CSPD Lead. The CSPD Lead shall:
 - i. Minimally have a Bachelor's degree or equivalent combination of education/experience.
 - ii. Be willing to travel between neighbor islands and to the Continent
 - iii. Demonstrate a thorough understanding of the purpose and scope of the services being requested.
 - iv. Demonstrate necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services.
 - Knowledge and understanding of and commitment to systems change through building the capacity of Hawaii's CSPD
 - Knowledge and understanding of Hawaii Early Intervention, Special Education, and Early Childhood systems
 - Knowledge and understanding of federal policies and funding that pertain to young children with special needs
 - Knowledge and experience conducting research and analyzing data

- Strong project management skills
 - Facilitation, consensus-building, and leadership skills
 - Exceptional communication skills, both written and oral
 - Ability to work collegially and collaboratively with diverse partners and other organizations
 - Competency and ability to analyze and articulate complex issues and to communicate them to a variety of stakeholders using different tools to communicate and share information
 - Ability to produce consistent, quality work in a fast-paced environment
 - Ability to manage several projects simultaneously and to adjust to frequently changing demands
 - Experience in strategic planning, tracking, and monitoring of implementation and reporting
 - Experience as a public spokesperson and advocate
 - Experience maintaining websites
 - Commitment to advance equity in systems
-

C. References:

Offeror shall list at least three (3) references for which Offeror has or is performing similar services. The State reserves the right to reject an offer submitted by any Offeror whose performance on other jobs for this type of service has been proven unsatisfactory.

Name of Firm/Agency	Address	Contact Person	Telephone / Email
1.			
2.			
3.			

Offeror: _____
Company Name

SPECIFICATIONS

I. Introduction

A. Overview and Purpose

The Hawaii State Department of Health (HDOH), Family Health Services Division (FHSD), Children with Special Health Needs Branch (CSHNB), Early Intervention Section (EIS) is seeking a qualified CONTRACTOR to function as the Comprehensive System of Personnel Development (CSPD) Lead.

The CSPD Lead will work closely with the CSPD Leadership Team and CSPD Workgroup Teams which includes but not limited to the following entities Early Childhood Action Strategy (ECAS), HDOH EIS Individuals with Disability Act (IDEA) Part C, Department of Education (DOE) IDEA Part B, other government and nongovernment partners, and those with lived expertise, to design and sustain a CSPD for the Early Childhood (EC) workforce that supports keiki (children) birth to five (5) years old with special health needs and their ohana (family) in the State of Hawaii.

B. Hawaii's CSPD Vision & Mission:

Vision: Hawaii will have a highly-qualified, sustainable professional workforce that is culturally and linguistically responsive to Hawaii's keiki birth to five (5) years old and their ohana.

Mission: Hawaii will create an integrated CSPD that will result in a collaborative, knowledgeable and highly qualified workforce. This workforce will provide culturally and linguistically responsive early learning services to keiki birth to five (5) with special needs and their ohana that are linked to national standards and integrated within personnel systems in our State.

C. Background

Hawaii's early childhood leaders began working in 2015 with the federally-funded technical assistance center, Early Childhood Personnel Center (ECPC), as one of ECPC's Leadership states, with an initial focus on establishing a leadership team to assess professional development across systems in Hawaii and to complete an initial CSPD self-assessment.

The Hawaii CSPD is a system designed to address the challenges faced by the EC workforce, specifically working with children with special needs, including:

- Shortages of personnel
- Training needs at both the preservice and in-service levels
- Inconsistent alignment of state and national competencies and standards
- Challenges due to the diversity of needs of young children and their families
- Inequities of preparation and compensation among those providing services

As work towards Hawaii's CSPD has developed, the CSPD Team has focused on coordinating and addressing state needs for both quantity and quality of EC personnel and the degree of support they require to be successful practitioners. The CSPD Team acknowledges the need for coordination between preservice institutes of higher education and in-service professional development to ensure the consistent use of evidence-based practices by EC personnel. Throughout the development of Hawaii's CSPD, CSPD Team monitors progress through ongoing evaluation to assess Hawaii's capacity to implement system-wide quality standards that result in improved outcomes for children and families.

There are Six (6) CSPD workgroups, comprised of cross-sector representatives from government/non-government agencies, that were created around the CSPD Components. Each workgroup is facilitated by co-leads that meet monthly and tracks the workgroup's progress against its action plan. CSPD workgroup leads sit on the "Leadership" team (Core Planning Team), tasked with developing and facilitating the overall CSPD strategy.

II. Scope of Work

The CONTRACTOR shall function as the Comprehensive System of Personnel Development (CSPD) Lead to provide the following:

- A. Work closely and collaboratively with CSPD Leadership Team, CSPD Workgroup Teams, and partners on designing and implementing CSPD work plans to support the sustainability of Hawaii's CSPD.
- B. Plan, coordinate and facilitate CSPD Leadership Team meetings and other CSPD workgroup meetings to update all CSPD actions plans.
 - i. The CSPD workgroups complete the ECPC-CSPD Self-Assessment annually to identify areas in need of strengthening the CSPD priorities. The data is used to help inform and update the CSPD action plans, as needed.
- C. Engage and maintain key relationships with CSPD stakeholders, partner individuals, and organizations to encourage their participation in the CSPD work.
- D. Facilitate conversations with those with lived expertise across the islands to strengthen CSPD priorities.
- E. Conduct and/or commission research support, as necessary.
- F. Update and finalize the Hawaii's CSPD Business Plan.
- G. Track, monitor and report on all of Hawaii's CSPD activities.
- H. Develop and disseminate outreach and educational materials related to the CSPD.
- I. Use the ECPC materials as organizing tools to work with CSPD teams and partners (<https://ecpcta.org/cspd/>).
- J. Maintain the organization of all CSPD materials in a centralized, easy to access location.
- K. Maintain Hawaii's CSPD website (<https://www.hawaiicspd.org/>) which may include but not limited to regularly updating content to help communicate Hawaii's CSPD mission, share materials and products developed by each of the workgroups, and share Hawaii's

CSPD successes with stakeholders.

- L. Support day-to-day coordination, implementation, and project management support functions of all the Hawaii's CSPD efforts.

III. **Qualifications**

- A. The CONTRACTOR shall have an office space located in the State of Hawaii on the island of Oahu.
- B. The CONTRACTOR shall have adequate staffing capacity to provide contracted services and deliverables as the CSPD Lead. The CSPD Lead shall:
 - i. Minimally have a Bachelor's degree or equivalent combination of education/experience.
 - ii. Be willing to travel between neighbor islands and to the U.S. Mainland
 - iii. Demonstrate a thorough understanding of the purpose and scope of the services being requested.
 - iv. Demonstrate necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services.
 - Knowledge and understanding of and commitment to systems change through building the capacity of Hawaii's CSPD
 - Knowledge and understanding of Hawaii Early Intervention, Special Education, and Early Childhood systems
 - Knowledge and understanding of federal policies and funding that pertain to young children with special needs
 - Knowledge and experience conducting research and analyzing data
 - Strong project management skills
 - Facilitation, consensus-building, and leadership skills
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 - Ability to produce consistent, quality work in a fast-paced environment
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 - Experience as a public spokesperson and advocate
 - Experience maintaining websites
 - Commitment to advance equity in systems

IV. Period of Performance

A. The period of performance is from August 1, 2023 to July 31, 2024.

V. Compensation and Payment

A. Procedure for Invoicing

- i. The CONTRACTOR shall acknowledge that “no work shall be undertaken prior to purchase order approval.” The State of Hawaii is not liable for any work, contract, costs, loss of profits, or any damages whatsoever incurred prior to the purchase order approval.
- ii. Payment shall be made upon submission by the CONTRACTOR of invoices upon completion of the deliverables in accordance with “Scope of Work”.
- iii. The STATE may withhold not more than five percent (5%) of the total contract amount until final settlement of the Contract.
- iv. The final invoice shall be submitted within forty-five (45) days after the end of the contract period.

B. Form of Payment

- i. The CONTRACTOR shall be equipped to accept state purchase orders as forms of payment.

VI. Hawaii Information Consortium (HIC) Fee

Please be advised that the awarded vendor will be responsible for paying HIC a fee of 0.75 percent of the award, capped at \$5,000.00. 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.

VII. Submitting a Proposal

A. Applicants must submit Offer Form 1-4 (Page 2-5)

B. Applicants must submit a detailed Narrative with the following:

1. A plan that describes how the applicant will provide the request services (refer to Section II.) within specific contract period of performance timeline;
2. Demonstrate how the applicant meets the qualifications (refer to Section I.) to provide the requested service; and
3. Provide verifiable relevant experience for the last three (3) years in providing similar activities in Hawaii by providing a description of projects and/or contracts pertinent to the proposed services.

C. Cost Proposal

Cost should be based on the administration, purchase and delivery, and evaluation of the project not to exceed **\$30,000.00**.

D. Hawaii Compliance Express

Applicant must demonstrate proof of compliance by registering with Hawaii Compliance Express (HCE) (<https://vendors.ehawaii.gov/hce/>). Note: To register for HCE there is fee of \$12, per year.

The HCE is an electronic system that allows vendors doing business with the State or County agencies to easily obtain proof that they are compliant with applicable law. The HCE Certificate of Vendor Compliance (CVC) from HCE is submitted in place of the following documents: Certificate of Good Standing from the 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: For technical assistance with HlePRO, please call the Hawaii Information Consortium at 808-695-4620 or send an email to hiepro@hawaii.gov.

POST IMPLEMENTATION SUPPORT

Contact information: Stacy Kong
Early Intervention Section Supervisor

DOH Early Intervention Section
1010 Richards Street, Suite 811
Honolulu, Hawaii 96813

Phone: (808) 594-0000
Fax: (808) 586-0015

Email: stacy.kong@doh.hawaii.gov

SPECIAL PROVISIONS

This project is subject to funding availability.

BID CONTACT INFORMATION

Questions regarding this solicitation can be emailed to the contact information below.

Ian Tholen,
Administrative Specialist

DOH Early Intervention Section
1010 Richards Street, Suite 811
Honolulu, Hawaii 96813

Phone: (808) 594-0013
Fax: (808) 586-0015

Email: ian.tholen@doh.hawaii.gov

Brianne Sarmiento,
Contracts Specialist

DOH Early Intervention Section
1010 Richards Street, Suite 811
Honolulu, Hawaii 96813

Phone: (808) 594-0014
Fax: (808) 586-0015

Email: brianne.sarmiento@doh.hawaii.gov