

**Department of Health  
Family Health Services Division  
Maternal and Child Health Branch  
Family Strengthening and Violence Prevention Unit  
Resource Coordinator for Lahaina, Maui**

**SCOPE OF WORK**

**I. Overview**

The Hawaii State Department of Health ("DOH"), Family Health Services Division (FHSD), Maternal and Child Health Branch, Family Strengthening and Violence Prevention Unit bolsters the public health infrastructure to address and improve the health care support system for all Hawaii residents.

On August 8, 2023, the island of Maui experienced multiple fires ignited by multiple sources generated by the wind of Hurricane Dora. Lahaina experienced over 115 deaths, thousands of people displaced, and residential and business properties destroyed in a century-old town.

Support and resources will be needed for many years to rebuild the infrastructure and community of Lahaina, Maui. This emergency disaster caused substantial disruptions in all aspects of life for the Lahaina residents and others in nearby towns of Lahaina.

The Family Strengthening and Violence Prevention Unit of the Department of Health (DOH) is actively seeking the specialized assistance of a community-based organization. The objective is to extend support to children displaced by fires who cannot attend their former schools due to safety concerns arising from the structural damage caused by the fires. The sought-after assistance involves providing gift cards to these affected children, aiming to alleviate some of the significant challenges they face during this transitional period.

**II. Service Specifications**

**A. Specific Qualifications or Requirements**

The BIDDER shall:

1. Have at least five (5) or more years of experience providing health promotion, cultural education, and community outreach;
2. Expert knowledge of and strong working relationships with local community services referrals and resources for children and their families;

3. Assessing resources and future needs and facilitating potential partnerships and resource-sharing to proactively develop strategies to foster the resilience of the affected communities.
4. Provide a detailed description of previous projects similar in size and scope to the proposed service;
5. Have knowledge and familiarity working within the context of DOH policies, rules, and regulations related to invoicing and payment;
6. Demonstrate the requirements to contract with DOH;
7. Maintain professional business standards and
8. Be based in Hawaii.

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

The BIDDER shall be responsible for the following tasks and responsibilities:

1. Facilitate the provision of essential resources required to acquire necessary school supplies, which may not be accessible within the classroom setting. These supplies encompass a wide range, including backpacks, pencils, notebooks, footwear, books, toys, and clothing, etc. The target beneficiaries for these resources are children aged 5-10 who cannot resume their education in their former schools due to the extensive devastation caused by the Lahaina fires.
2. A practical solution has been devised to address this need. Gift cards valued at \$100.00 each, redeemable at a retailer located on Maui, will be available to aid every child and family displaced from their usual Lahaina schools. This initiative is aimed at helping them bridge the gap and ease the challenges posed by the unfortunate circumstances they find themselves in.
3. Evaluate whether the family is interested in receiving information about referrals that link families to the Hawai'i State Department of Health's Family Health Services Division. Specifically, this referral pertains to the Maternal and Child Health Branch's Home Visiting Program. Through this voluntary initiative, parents can gain insights into enhancing their family's overall well-being while creating advantageous circumstances for their children's growth. For more details, you can explore the program's offerings at <http://www.yourohana.org/>.
4. Contractors must adhere to the mandates set forth by State and Federal requirements.

## **III. Compensation and Payment**

### **A. Submitting a Quote**

1. Submit a quote following the scope of work requirements to provide the requested services from September 1, 2023, through September 30, 2023, and include a lump sum budget of no more than \$45,000 for the entire project.

2. The attached Deliverable Cost and Timeline Table must be completed and submitted as part of the bidder's response to this solicitation and must include:
  - A Budget based on the deliverables described in the Cost and Timeline Table.
  - A detailed *Narrative* clearly describing how they meet Section IIA *Specific Qualifications or Requirements* and Section IIB *Tasks and Responsibilities* to provide the services in their quote. Additional documentation should be included as attachments to the quote.
3. The awarded Vendor shall submit a monthly invoice upon completion of the identified deliverables, as specified in the Deliverables Cost and Timeline Table (see last page).
4. Funding is subject to availability.
5. Terms and conditions are subject to change.

#### **B. Procedure for Invoicing**

1. The Awardee shall submit invoices upon completion of deliverables as specified in the Cost and Timeline Quote Table;
2. The Awardee shall submit invoices with the Final Project Report by November 15, 2023, or sooner, after the final activity has been completed;
3. No advance payment shall be made, and
4. The final payment will not be processed until DOH has reviewed and approved the Awardee's Final Project Report.
5. Terms and conditions are subject to change.

#### **C. Form of Payment**

The Awardee shall be equipped to accept State purchase orders as forms of payment. Payment will be rendered via one method or the other. The award amount is subject to change based on program funding and may include program activities and associated costs.

#### **D. Fee to Hawaii Information Consortium ("HIC")**

Please be advised that the Awarded Vendor will be responsible for paying HIC a fee of 0.75% of the award, capped at \$5,000. Awarded Vendors will be billed directly by email. Payment can be made either online or by sending a check via regular mail.

#### **E. Hawaii Compliance Express ("HCE")**

State agencies can award \$2,500.00 or greater to companies registered with 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) §103D-310(c) and Hawaii Administrative Rules (HAR) §3-122-112.

To get started, a Taxpayer Identification Number (FEIN or SSN), Hawaii Tax ID#, Unemployment Insurance Identification number (UI ID#), if applicable, and a valid credit card for the \$12 annual registration fee will be needed to apply for the HCE service. Companies can register at <https://vendors.ehawaii.gov/hce/splash/welcome.html> and click the [Frequently Asked Questions](#) link for further details. For questions on HCE registration or how to use HiePro, please call the Hawaii Information Consortium at 808-695-4620 or email [hiepro@hawaii.gov](mailto:hiepro@hawaii.gov).

**IV. Period of Performance**

The project period is from September 1, 2023, through September 30, 2023. All service invoices must be received by November 15, 2023, or sooner, after completing the final activity. Payment on the last invoice will not be made until all tasks, responsibilities, deliverables, and activities are satisfied and completed.

<b>Deliverables Cost and Timeline Quote Resource Coordinator for Lahaina, Maui</b>		
<b>Project Period (Timeline)</b>	<b>Cost</b>	<b>Tasks and Responsibilities From September 1, 2023, through September 30, 2023</b>
Item 1		
Item 2		
Item 3		
Subtotal Items 1-3		\$
Hawaii GET		\$
Coordinator Fee		\$
<b>QUOTE TOTAL</b>		<b>\$</b>