

**Department of Health  
Family Health Services Division  
Maternal and Child Health Branch  
Family Strengthening and Violence Prevention Unit  
Violence Prevention Training Event Coordinator**

**SCOPE OF WORK**

**I. Introduction**

The Family Strengthening and Violence Prevention Unit (“FSVPU”) is a part of the Maternal and Child Health Branch within the Family Health Services Division of the Hawaii State Department of Health (“DOH”). A vital mission of the FSVPU is to lead island communities in supporting and enhancing the potential for healthy solutions among Hawaii's women, children, and families through primary prevention efforts. One primary prevention strategy is providing training designed to strengthen families and prevent adverse outcomes before they occur.

In pursuit of this objective, the FSVPU is actively seeking an individual's or organization's services to facilitate the planning, coordination, and execution of training opportunities. These opportunities will specifically focus on reinforcing family dynamics, providing parental education, and extending vital support to parents.

**II. Service Specifications**

**A. Specific Qualifications or Requirements**

The Bidder shall:

1. Be based in the state of Hawaii;
2. Have at least 15 years of experience developing, coordinating, and implementing training, learning experiences, and educational events;
3. Have experience conducting virtual trainings, conferences, or summits on the following content areas but not limited to:
  - a. Adolescent Trauma & Youth Violence
  - b. Childhood Trauma/Adverse Childhood Experiences
  - c. Post-Disaster Loss, Grief, and Healing
  - d. Healthcare System Inherent, Explicit, and Implicit Bias
  - e. Intimate Partner Violence Offenders, Victims/Survivors
  - f. Native Hawaiian, Pacific Islander, & Indigenous Populations Trauma
  - g. Violence Prevention Strategies/Initiatives and Early Intervention Strategies/Initiatives
  - h. Sexual Victimization, Sex & Labor Trafficking
  - i. Trauma Among Military Personnel, Veterans, First Responders, and their Families;

- j. Trauma in Vulnerable Populations, Elders, and People with Disabilities;
- 4. Demonstrate knowledge and familiarity working within DOH policies, rules, and regulations related to procurement processes (i.e., purchase orders) and meeting/training activities and;
- 5. Reflect professionalism in all settings.

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

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

- 1. Assist, plan, implement, and provide technical support to host training events as designated by the FSVPU;
- 2. Oversee and manage training event details and logistics such as designing event flyers, developing agendas, providing online registration, trainer/speaker fees, and other training event-related costs, and securing appropriate virtual platform(s) as required and identified by the FSVPU;
- 3. Serve as the point of contact and liaison for attendees, guests, and trainers/speakers for designated training events;
- 4. Ensure live technical support before and during the training events to address sign-in and other technical issues for all involved, including trainers/speakers;
- 5. Offer Continuing Education Credits for the training events;
- 6. Collaborate with the FSVPU on managing and distributing all supplies and materials for each training event;
- 7. Provide day-of facilitation services for the training events as needed and identified by the FSVPU;
- 8. Provide a summary of attendance for each training event that will include but not be limited to the name, title, and organization of each attendee;
- 9. Identify, develop, and implement an evaluation tool for the training events in collaboration with FSVPU;
- 10. Schedule and facilitate quarterly planning meetings with the FSVPU, speakers, and other partners related to the training events;
- 11. Procure and process invoices and payments to vendors in coordination with and as directed by the FSVPU and;

12. Submit a Final Project Report no later than thirty days (30) days from the end of each training event, which shall include at a minimum:
  - a. An Executive Summary;
  - b. Documentation of participants, their organization, and feedback; and
  - c. Summary of the name of the participants by island, name of participating organizations/agencies, descriptions of all training, including agenda and flyers, and results of evaluation surveys.

**C. Period of Performance:**

The period of performance is from February 15, 2024, to September 30, 2024

**III. Compensation and Payment**

**A. Submitting a Quote**

1. Submit a quote following the requirements of the scope of work to provide the requested services for the period January 15, 2023, to September 30, 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. Cost should be based on the administration, purchase, delivery, and evaluation of the project, not to exceed **\$25,000.00**.
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 relation 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 before 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 before the purchase order approval.

**B. Form of Payment**

The Awarded Vendor shall be equipped to accept State purchase orders. In addition, the Awarded Vendor may be asked to be prepared to accept payment via credit card.

### **C. Procedure for Invoicing**

1. The awarded Vendor shall submit invoices based upon the completion of deliverables.
2. No advance payment shall be made.
3. The final invoice shall be submitted within thirty (30) 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, are completed to the DOH's satisfaction.

### **D. Fee to NIC Hawaii**

Please be advised that the Awarded Vendor will be responsible for paying 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 HlePRO, please call NIC Hawaii at 808-695-4620.

### **E. Hawaii Compliance Express**

State agencies can award \$2,500.00 or greater only to companies 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 the 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>. For assistance with HCE registration, please call NIC Hawaii at 808-695-4620.

#### **NOTE:**

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

