

**Department of Health
Family Health Services Division
Maternal and Child Health Branch
Family Strengthening and Violence Prevention Unit
Prenatal Parents Education Coordinator**

SCOPE OF WORK

I. Introduction

The Hawaii State Department of Health ("DOH"), Family Health Services Division, Maternal and Child Health Branch (MCHB), Family Strengthening and Violence Prevention Unit (FSVPU) administers the federal Community-Based Child Abuse Prevention (CBCAP) grant. The primary focus of this grant is to assess, design, and implement child maltreatment prevention activities through a collaborative, interdisciplinary approach involving both public and private agencies in Hawaii.

The FSVPU is seeking the services of a qualified individual, organization, or agency to coordinate and provide family strengthening, education, and parent support services to low-income and no-income prenatal parents and parents of infants and newborns. This preventative focus will increase family wellness and build resilience by providing parents with a foundation of education and support to promote their families' positive and healthy experiences and avoid adverse outcomes in the future.

II. Service Specifications

A. Specific Qualifications or Requirements

The Bidder shall:

1. Have at least 5 (five) years of experience providing family strengthening, parent education, and parent support services to prenatal parents and parents of infants and newborns.
2. Be located in Hawaii and be able to provide services throughout the state.
3. Demonstrate an understanding of the aspects of various cultural groups living in Hawaii concerning parents, infants, and newborns.
4. Demonstrate knowledge of infant and newborn development, new parent issues, and other concerns related to newborns and infants under twelve (12) months of age.
5. Demonstrate an ability to provide services in person and adapt the delivery of services via e-mail, phone, and video.
6. Demonstrate the necessary requirements to contract with the DOH.

B. Description of Tasks and Responsibilities

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

1. Collaborate with a local, national organization (LCNO) chapter that supports sisterhood and service to prenatal mothers from underserved populations in Hawaii and the Mainland. To collaborate with the LCNO to meticulously plan, execute, and assess four "It Takes Ohana Baby Showers" (Showers). The Showers are to be tailored explicitly for low-income prenatal mothers on Oahu. This initiative should prioritize mothers from at-risk communities, including Downtown/Kalihi: 96817, 96819, Wahiawā: 96786, 96789, 96857, and Wai'anae: 96792.
2. Work closely with Catholic Charities Hawaii to conduct Early Identification Screening at each of the Showers for Your 'Ohana Network, the Home Visiting Service of the MCHB.
3. Define the criteria for selecting participants in collaboration with LCNO and FSVPU.
4. Distribute ACOG Postpartum Toolkits checklists, specifically the "My Postpartum Care Checklist" (<https://www.acog.org/womens-health/health-tools/my-postpartum-care-checklist>) to all participants, and develop and execute a follow-up survey to assess how many participants utilize it during their postpartum period.
5. Collaborate with LCNO and FSVPU to jointly select and procure suitable concrete support items as baby shower gifts, such as strollers, disposable diapers, baby monitors, heartbeat toys, baby books, baby bathtubs, swaddle blankets, onesies (Newborn to 12 months), burp bibs, and baby quilts/blankets, etc.
6. Identify, develop, and implement an evaluation tool for the Showers' achievements in collaboration with FSVPU to capture feedback from attendees.
7. Perform an in-depth assessment of the Showers' achievements based on goal-oriented, output, and outcome data.
8. Facilitate and provide technical assistance to the LCNO to establish State of Hawaii funding eligibility.
9. Schedule and facilitate Quarterly meetings with the FSVPU, LCNO, and other partners related to the delivery of services.
10. Procure and process invoices and payments in coordination with and as directed by the FSVPU.

C. Period of Performance

The performance period for the organization to complete this initiative is from March 20, 2024, to September 30, 2024.

III. Quote Submittal, Payments, and Invoicing Procedures

A. Submitting a Quote

1. Submit a quote following the scope of work requirements to provide the requested services from March 20, 2024, 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 project evaluation, not

exceeding \$41,002.

3. The quote must include a detailed Narrative describing how the Bidder meets II. Service Specifications: A. Specific Qualifications or Requirements and B. Tasks and Responsibilities. The Narrative shall consist of the following information: response to service specifications 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 State purchase order.
5. Note: Awarded Vendor shall acknowledge that no work shall be undertaken before State purchase order approval. The State of Hawaii is not liable for any work, contracts, costs, loss of profits, or any damages incurred by the Awarded Vendor before the State purchase order approval.

B. Form of Payment

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. 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 per the Cost and Timeline Quote Table, responsibilities, deliverables, and activities 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 ("HCE")

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)§ 103D-310(c)** and Hawaii Administrative Rules (HAR) §3-122-112. For the most efficient and timely processing, please register on Hawaii Compliance Express for \$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. A copy of the Cost and Timeline Quote Table is on the next page.

Cost and Timeline Quote: Prenatal Parents Education Coordinator

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