

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

Scope of Work

I. Introduction

One of the fundamental goals of the Family Strengthening and Violence Prevention Unit (FSVPU) is to support families and foster healthy relationships. Family Resource Centers (FRCs) represent one evidence-supported intervention that has been demonstrated to achieve this goal.

FRCs serve as welcoming hubs that offer support, services, and education opportunities that strengthen families. The approach is multi-generational, strengths-based, and family-centered. It is also highly responsive to community needs, grounded in cultural awareness, and respectful of local customs. Through these centers, peer support communities are cultivated, enabling families to forge social connections that reduce feelings of isolation and stress.

The primary objectives of FRCs are to empower families to become resilient, healthy, and prosperous. They play a crucial role in enhancing the Five Protective Factors of the Family Strengthening Approach: parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and the social and emotional competence of children.

The FSVPU is soliciting proposals from qualified bidders to support, establish, and operate FRCs throughout Hawaii. This support will encompass collaboration with stakeholders, existing Family Resource Centers, and the communities they serve. Additionally, we are committed to enhancing workforce development by implementing "Standards of Quality for Family Strengthening and Support" certification training. This training fosters a consistent understanding and application of best practices among Family Resource Centers, family strengthening and support programs, and related services and organizations.

Lastly, the selected vendor must have a comprehensive plan to provide ongoing support to existing and emerging Family Resource Centers.

II. Service Specifications

A. Specific Qualifications or Requirements

The Bidder shall:

1. Have at least five (5) years of experience working with Family Resource Centers;
2. Be located in Hawaii and be able to provide services throughout all counties in the state;
3. Show comprehension of and respect for the cultural differences among cultural and ethnic groups residing in Hawaii and an understanding of its impact on families;
4. Demonstrate knowledge of FRCs and relevant services and topics;
5. Demonstrate a knowledge of resources that are supportive of families and
6. Demonstrate the 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. Provide support to existing FRCs (community-based and school-based) through bi-monthly meetings;
2. Provide ongoing informational sessions about FRCs and participate in local and national meetings to promote Family Resource Centers;
3. Provide network coordination, consultation, technical assistance, and support to FRCs as needed;
4. Provide at least two "Standards of Quality for Family Strengthening and Support Certification" training sessions to appropriate partners in Hawaii;
5. Provide at least one Parent Advisory Committee Training to appropriate partners in Hawaii;
6. Provide a final project report to FSVPU within thirty days of the end of the contract. The final report shall also include a narrative detailing the accomplishment of the tasks and responsibilities articulated in this scope of work, successes, challenges, and plans for future activities and
7. Schedule and engage in bi-weekly virtual meetings with FSVPU and other partners to discuss plans and progress of the tasks and responsibilities articulated in this scope of work.

C. Period of Performance

The performance period 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. Costs should be based on the administration, purchase, delivery, and project evaluation, not exceeding **\$27,000.00.**
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 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 incurred by the Awarded Vendor before the 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. 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 on Hawaii Compliance Express for \$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 Table shall be completed and submitted as part of the Bidder's response to this solicitation.

**Deliverable Cost and Timeline Quote
Family Resource Center Coordinator**

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