

Hawaii State Department of Health
Maternal and Child Health Branch
Family Strengthening and Violence Prevention Unit
Seeking Safety Trainer

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 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.

Having successfully managed the CBCAP grant for 29 years, the DOH remains deeply committed to prioritizing child safety, family strengthening, and overall well-being. Community leaders remain essential partners by offering public and private sector recommendations.

The CDC (Centers for Disease Control and Prevention) has identified several Individual Child Abuse and Neglect Risk Factors. These factors include caregivers who struggle with drug or alcohol issues, mental health problems, low education or income, and a history of abuse or neglect during their childhood.

The situation is particularly concerning in Hawaii, as many incarcerated women with children face these same challenges. Unfortunately, these issues persist even after they're released and as they are reunited with their families and children and resume their roles as caregivers.

These women may experience additional challenges upon returning to their communities, such as stress, anxiety, depression, and unresolved trauma. These factors can significantly increase the risk of child maltreatment, family

violence, and other adverse childhood experiences.

Addressing these complex issues with comprehensive support systems and interventions is crucial. By providing the necessary resources and assistance to these vulnerable individuals, we can help break the cycle of abuse and create a safer environment for the children and families involved. Additionally, early identification and intervention for at-risk families can play a vital role in preventing child abuse and promoting healthier family dynamics. This proactive approach can lead to positive outcomes and brighter futures for everyone involved.

The MCHB is currently seeking the services of an agency to provide "Seeking Safety" therapeutic classes or another related evidence-based treatment curriculum to those incarcerated women at the Women's Community Corrections Center (WCCC) in Kailua, Hawaii who are diagnosed as suffering severe and persistent mental illness (SPMI) or serious mental illness (SMI). Seeking Safety is a manualized cognitive-behavioral intervention for individuals with a co-occurring history of trauma and substance use disorders. It has been used for several different populations, including incarcerated women. Seeking Safety is an evidence-based treatment recognized by the CDC as a promising practice.

II. Service Specifications

A. Specific Qualifications or Requirements

The BIDDER shall:

1. Be based in Hawaii.
2. Demonstrate at least five (5) years of experience working directly with adults on child abuse and neglect prevention, parenting, and family programs or collaborating with organizations that provide child abuse and neglect prevention, parenting, and family programs support services to families on Oahu.
3. Demonstrate at least five (5) years of experience planning and coordinating therapeutic/training/educational events.
4. Demonstrate expert knowledge in engaging participants,

especially members of special populations , in culturally sensitive and aware ways.

5. Provide two (2) letters of support from public or private programs that support your expertise in coordinating community events.
6. Demonstrate knowledge and familiarity working within DOH policies, rules, and regulations related to procurement processes (i.e., purchase orders) and meeting/conference activities.
7. Reflect professionalism in all settings.

B. Description of Tasks and Responsibilities

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

1. Work with the WCCC Mental Health Unit to finalize how the participants will be identified, recruited, and confirmed to participate in this therapeutic activity. Factors to be included in the selection process shall consist of, but not be limited to, persons with a significant history or trauma, diagnosed with a mental disability who may also have a drug or alcohol history, and/or low education or income level and/or a history of abuse or neglect during childhood.
2. Describe the Residential Seeking Safety Group Therapy or other trauma treatment curriculum, workbooks, and teaching materials that will be used. The Seeking Safety program outlined in the California Evidence-Based Clearinghouse for Child Welfare website may be used as a model. (<https://www.cebc4cw.org/program/seeking-safety-for-adults/detailed>)
3. Determine in concert with the participants what concrete incentives will be awarded for participation and achievement and identify an assessment tool to utilize and the incentive amount.
4. Describe the community partnerships and their roles in supporting these therapeutic activities.

5. Describe how the Seeking Safety project will be evaluated. What Output and Outcome measures will be used?
6. If applicable, describe any personnel costs that may be incurred by supporting the tasks and responsibilities.
7. Schedule at least one monthly meeting/correspondence with the DOH MCHB representative to report on the project's status via Zoom, phone, or email report.
8. Submit a Final Project Report to the DOH MCHB Coordinator no later than October 30, 2024, which shall include at a minimum:
 - a. Detailed demographics of the participants
 - b. Output and Outcomes

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 requirements of the scope of work 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 \$41,002.00.
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 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, 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-3 10(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: Seeking Safety Trainer

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