

**Hawaii State Department of Health  
Maternal and Child Health Branch  
Safe Sleep Education and Crib Distribution Program  
Scope of Work**

**I. Introduction**

The Hawaii Department of Health (DOH), Family Health Services Division (FHSD), Maternal and Child Health Branch (MCHB) is seeking to procure services for the administration of a safe sleep education and crib distribution program to promote Safe Sleep practices. The mission of this effort is to prevent infant sleep-related deaths by educating parents and caregivers on the importance of practicing safe sleep for their babies and by providing portable cribs to families who, otherwise, cannot afford a safe place for their babies to sleep.

The DOH is looking to fund a program that will provide services on the island of Oahu to increase access to safe sleep education and safe sleep environments. Services must be offered via email, phone, in person and video to increase access.

**II. Service Specifications**

**A. Specific Qualifications or Requirements**

The Bidder shall:

1. Provide documentation of experience providing safe sleep education and resources to prevent Sudden Unexpected Infant Death (SUID) and Sudden Infant Death Syndrome (SIDS).
2. Have at least 5 (five) years of experience administering a program that provides safe sleep education and cribs.
3. Be located in Hawaii and be able to provide services statewide.
4. Demonstrate an understanding of the aspects of various cultural groups living in Hawaii as it relates to infant sleep practices and environments.
5. Demonstrate knowledge of safe sleep issues and concerns related specifically to newborns and infants under twelve (12) months of age.
6. Demonstrate an ability to adapt the delivery of services via e-mail, phone, and/or video.
7. Describe your experience working with the DOH-MCHB and Safe Sleep Hawaii.
8. Provide a detailed description demonstrating experience in performing all of the Tasks and Responsibilities as stated below.

9. 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. Facilitate safe sleep education and crib distribution program that provides education and cribs to one hundred twenty five(125) or more parents and caregivers.
2. Provide educational services using adaptations that include but are not limited to e-mail, video, or phone in the delivery of services.
3. Identify, develop, and implement an evaluation tool to assess the program's effectiveness in creating a safe sleeping environment for the infants whose families have engaged in the program. The evaluation tool must be approved by MCHB.
4. Provide quarterly reports to DOH on the number of parents/caregivers provided safe sleep education and crib distribution. Quarterly reports shall also include a narrative concerning successes, challenges, and plans for future activities.
5. Schedule and engage in monthly virtual meetings with DOH to discuss plans and progress of the tasks and responsibilities articulated in this scope of work.

## **C. Period of Performance**

The period of performance is from March 1, 2024 to November 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 for the period **March 1, 2024 to November 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 and delivery, and evaluation of the project not to exceed **\$25,000**.
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 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 prior to 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 prior to the purchase order approval.

## **B. Form of Payment**

Awarded Vendor shall be equipped to accept State purchase order. In addition, Awarded Vendor may be asked to be equipped to accept payment via credit card.

## **C. Procedure for Invoicing**

1. Awarded Vendor shall submit invoices based upon completion of deliverables.
2. No advance payment shall be made.
3. The final invoice shall be submitted within forty-five (45) 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, is completed to the DOH's satisfaction.

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

Please be advised that the Awarded Vendor will be responsible to pay 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 HIEPRO, please call NIC Hawaii at 808-695-4620.

## **E. Hawaii Compliance Express**

State agencies can award amounts of \$2,500.00 or greater only to those companies that are 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 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 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**

**Deliverable Cost and Timeline Quote  
Safe Sleep Education and Crib Distribution Program**

<b>Cost and Timeline Proposal Fiscal Year</b>	<b>Tasks and Responsibilities</b>	<b>SUBTOTAL</b>
<b>Sub Total:</b>		
<b>Hawaii GET:</b>		
<b>Total:</b>		