

Hawaii State Department of Health
Maternal and Child Health Branch
Family Strengthening and Violence Prevention Unit
Strengthening Families 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”) is requesting proposals from qualified applicants to provide services utilizing the five protective factors. MCHB supports the healthy development of Hawaii’s children and strengthening families through the help of community partners. MCHB believes in using the five protective factors of parental resilience, social connections, concrete supports, knowledge of parenting and child development, and social and emotional competence of children. Participants explore their strengths, learn about protective factors, and create strategies from their own wisdom and experiences to help strengthen their families.

The FSVPU is seeking the expertise of an organization or agency based in Hawaii to provide services to families utilizing a model to promote the protective factors that strengthen families and contribute to the prevention of family violence, abuse and neglect.

II. Service Specifications

A. Specific Qualifications or Requirements

The Bidder shall:

1. Be located in Hawaii and be able to provide services statewide.
2. Demonstrate an understanding of the aspects of various cultural groups living in Hawaii as it relates to parenting practices.
3. Have at least 3 (three) years of experience administering a program that provides family activity Boxes in Hawaii.
4. Provide documentation and an understanding of enhancing protective factors amongst families.

5. Demonstrate knowledge of research-based parenting practices appropriate to children's age/developmental stage.
7. Demonstrate the necessary requirements to contract with the DOH.
8. Be able to adhere to confidentiality in all work conducted, as related to this scope.

B. Description of Tasks and Responsibilities

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

1. Develop a messaging campaign that has three main components, content creation, social media management and website management as it pertains to the initiative to saturate the community with positive messaging in order to impact behavioral change.
2. Work with partners to train/socialize them in the five protective factors and get them to embed into their work with families.
3. Create 250 family activity toolkits for families or more if possible. (Each kit will include magnet, sticker, Book, Family activity, Bubble kit, activity booklet and supplies).
4. Identify, develop, and implement an evaluation tool to assess the program's effectiveness in reflecting and building the protective factors.
5. Provide a final report to DOH on the number of parents/caregivers that received activity Boxes and evaluation data looking at the program's efficacy. The final report shall also include a narrative concerning successes, challenges, and plans for future activities.
6. Schedule and engage in monthly virtual meetings with FSVPU to discuss plans, progress, outcomes and challenges of the activity Box program facilitated by the Bidder.

C. Period of Performance –

The period of performance for the organization to provide services is from March 20, 2024, to October 30, 2024.

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 20, 2024, to October 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 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, 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.**

