

**Hawaii State Department of Health  
Maternal and Child Health Branch  
Family Strengthening and Violence Prevention Unit  
Community Service Manager**

**SCOPE OF WORK**

**I. Introduction**

The Family Strengthening and Violence Prevention Unit (FSVPU), a part of the Maternal and Child Health Branch within the Family Health Services Division (FHSD) of the Hawaii State Department of Health (DOH), is crucial in enhancing the public health infrastructure. Its mission is to address and improve the healthcare support system, ensuring the well-being of all Hawaii residents.

The CDC (Centers for Disease Control and Prevention) has identified several protective factors related to child abuse and neglect at the individual, family, and community levels. These protective factors are crucial in reducing the likelihood of adverse outcomes for children and youth.

At the community level, creating environments where families have access to safe and engaging after-school programs and activities, economic and financial assistance, nurturing and secure childcare options, stable housing, as well as access to economic, financial, medical, and mental health services, all contribute to bolstering these protective factors.

The MCHB is actively seeking the services of an individual or agency to facilitate the community service objectives of a local chapter belonging to a national fraternal and civic organization. Originating as a response to racial segregation, this organization has evolved to prioritize charitable endeavors, catering to individuals from diverse racial and ethnic backgrounds, particularly those from low-income, vulnerable, and historically marginalized communities who are in precarious situations and require assistance. This sought-after support primarily aims to bolster protective factors that strengthen families.

**II. Service Specifications**

**A. Specific Qualifications or Requirements**

The BIDDER shall:

1. Have at least five (5) or more years of experience providing health promotion, cultural education, and community outreach.
2. Expert knowledge of and strong working relationships with local community services referrals and resources for children and their families.
3. Provide a detailed description of previous projects similar in size and scope to the proposed service.

4. Have knowledge and familiarity working within the context of DOH policies, rules, and regulations related to procurement/payment processes (i.e., purchase orders).
5. Demonstrate the requirements to contract with DOH.
6. Maintain professional business standards and
7. Be based in Hawaii.

## **B. Description of Tasks and Responsibilities**

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

1. Collaborate with an agency with experience in awarding scholarships to low-income or marginalized individuals. These scholarships support initiatives such as the Organization of Black Aerospace Professionals (OBAP), the 2024 Aerospace Career Education (ACE) Academy, or similar STEM aerospace or aviation events.
2. Allocate and distribute twenty-five (25) to thirty (30) scholarships at \$100 each for participants in the week-long Honolulu academy and provide a detailed list of all scholarship recipients.
3. Identify, develop, and implement an evaluation tool for the academy's achievements in collaboration with FSVPU to capture feedback from attendees.
4. Perform an in-depth assessment of the academy's achievements based on goal-oriented, output, and outcome data.
5. Organize the delivery of twenty-five (25) to thirty (30) meals at \$60 each to designated family shelters, including U.S. Vets- Barbers Point, Kamile Academy, Next Step Shelter, Fisher House, Ronald McDonald House, and Mos Heroes. Additionally, assess whether these families are interested in receiving information about referrals linking them to the Hawai'i State Department of Health's Family Health Services Division, specifically the Maternal and Child Health Branch's Home Visiting Program. This voluntary initiative provides parents with insights for enhancing their family's well-being and fostering advantageous circumstances for their children's growth. More information about the program is available at <http://www.yourohana.org/>.
6. Coordinate the distribution of at least ten (10) one-year scholarships, each valued at \$200, to a non-profit organization that serves both boys and girls with after-school and summer vacation care programs, for example.
7. Facilitate awarding at least ten (10) Academic Scholarships at \$1200 each to high school students who graduate in 2024.
8. Manage the provision of tangible support to Oahu schools having majority populations of children from underrepresented and underserved groups, ensuring they receive essential school supplies not readily available in a classroom setting. These supplies encompass items such as three-ring binders, three-hole punches, pencil cases fitting in binders, binder dividers, pocket folders, folders compatible with binders, calendars or planners, combination locks, index cards, calculators, or mobile phones, drawing and construction paper, glue sticks, white glue, scotch tape, staplers, scissors, and water-based markers.

9. Schedule and facilitate quarterly meetings with the FSVPU, the agency serving youth and their families from low-income, vulnerable, and historically marginalized populations, 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 period of performance 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, through September 30, 2024, and include a lump sum budget of no more than \$41,002 for the entire project.
2. The attached Deliverable Cost and Timeline Table must be completed and submitted as part of the bidder's response to this solicitation and must include:
  - A Budget based on the deliverables described in the Cost and Timeline Table. Each deliverable item's budget is negotiable and depends on the OPCRH's needs.
3. A detailed narrative clearly describes how they meet *Section IIA Specific Qualifications or Requirements* and *Section IIB Tasks and Responsibilities* to provide the services in their quote. Additionally, The awarded Vendor shall submit a monthly invoice upon completion of the identified deliverables, as specified in the Deliverables Cost and Timeline Table (see last page).
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 whatsoever incurred by the Awarded Vendor prior to the purchase order approval.
6. Funding is subject to availability.
7. Terms and conditions are subject to change.

### **B. Form of Payment**

1. The Awardee shall submit invoices upon completion of deliverables as specified in the Cost and Timeline Quote Table.
2. The Awardee shall submit invoices with the Final Project Report by November 15, or sooner, after completing the final activity.
3. No advance payment shall be made, and
4. The final payment will not be processed until DOH OPCRH has reviewed and approved the Awardee's Final Project Report.
5. Terms and conditions are subject to change.

### **C. Procedure for Invoicing**

The Awardee shall be equipped to accept State purchase orders as forms of payment. Payment will be rendered via one method or the other. The award amount is subject to change based on program funding and may include program activities and associated costs.

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

Please be advised that the Awarded Vendor will be responsible for paying HIC a fee of 0.75% of the award, capped at \$5,000. Awarded Vendors will be billed directly by email. Payment can be made either online or by sending a check via regular mail.

### **E. Hawaii Compliance Express**

State agencies can award \$2,500.00 or greater to companies registered with 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.

To get started, a Taxpayer Identification Number (FEIN or SSN), Hawaii Tax ID#, Unemployment Insurance Identification number (UI ID#), if applicable, and a valid credit card for the \$12 annual registration fee will be needed to apply for the HCE service. Companies can register at <https://vendors.ehawaii.gov/hce/splash/welcome.html> and click the Frequently Asked Questions link for further details. For questions on HCE registration or how to use HiePro, please call the Hawaii Information Consortium at 808-695-4620 or email [hiepro@hawaii.gov](mailto:hiepro@hawaii.gov).

### **NOTE:**

The attached Cost and Timeline Quote 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.

<b>Deliverables Cost and Timeline Quote Community Service Manager</b>		
<b>Project Period (Timeline)</b>	<b>Cost</b>	<b>Tasks and Responsibilities From</b>
Item 1		
Item 2		
Item 3		
Subtotal Items 1-3		\$
Hawaii GET		\$
Coordinator Fee		\$
<b>QUOTE TOTAL</b>		<b>\$</b>