

**Hawaii State Department of Health  
Family Health Service Division  
Maternal and Child Health Branch**  
Mobile Clinic Provider for Reproductive Care on Hawaii Island

**SCOPE OF WORK**

**I. Introduction**

The Maternal and Child Health Branch (MCHB) of the Hawaii State Department of Health (DOH), Family Health Services Division (FHSD), is dedicated to enhancing the public health infrastructure to enhance and improve healthcare for all residents of Hawaii. The MCHB's mission is to provide leadership to ensure healthy outcomes for women, children, and families in Hawaii. Our mission is to address the diverse needs of communities, empower individuals to lead healthy lives, and promote effective health strategies for generations of healthy living. In rural areas, the availability of prenatal education, care enabling services, healthcare, and behavioral health care is often limited or non-existent. This lack or limited access to basic health services is a significant contributing factor to the poor perinatal and infant health outcomes observed in these communities. Due to this, the MCHB is seeking to partner with an agency or organization to provide mobile clinical reproductive care support, education, and counseling to the rural areas of Hawaii Island to pregnant, postpartum, and birthing people. For years, there has been a recognized shortage of care, especially in rural areas such as Kona, Kau, Kohala, and Miloli'i. This shortage has led to health disparities, including high rates of preterm birth, low birthweight babies, and fetal deaths. Therefore, the services provided by this solicitation are crucial and urgently needed to address these pressing health issues.

The selected agency or organization must have an already established mobile unit that has or is currently providing services with the above-mentioned communities with the ability to expand service provision to other identified rural communities

The time period for the project will take place between **June 30, 2024, through March 31, 2025.**

**II. Service Specifications**

**A. Specific Qualification or Requirements**

The Bidder shall:

1. Be based in Hawaii;

2. Have at minimum, five (5) years of experience working with rural communities preferably by DOH and other governmental agencies;
3. Provide one (1) letter of support specifically from different governmental programs that support your expertise in coordinating past mobile clinic projects initiatives to support the local community;
4. Cite experience in working with reproductive health care activities and training to develop family centered planning, cultural awareness, and supports for the local community;
5. The provider shall have knowledge, experience, and a strategy in providing mobile services to the rural communities on Hawaii Island;
6. The provider shall have expertise in developing partnerships and working with families promoting community-based efforts and resources to improve collaboration with current services and community leadership, assigning case managers and strengthening services and outreach with focus on cultural sensitivity, encouraging an understanding, appreciation, and knowledge of diverse populations.
7. Have knowledge and familiarity working with the Department of Health, including an understanding of the Department of Health policies, rules, and regulations related to procurement (i.e., purchase orders, payments to vendors); and,
8. Reflect professionalism in attitude and appearance in all settings that are related to the scope.

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

The Bidder shall be responsible for the following tasks and responsibilities:

1. Provide an already customized permitted/licensed mobile clinic with licensed clinical staff that travels to remote communities on Hawaii Island in Kona, Ka'u, Kohala, and Miloli'i to offer clinical services outside of a hospital or office setting, delivering a wide variety of health services related to perinatal care (e.g., ultrasound, vaccines, lactation care, mental health counseling/referral) and may be staffed by a combination of physicians, nurses, community health workers, and other health professionals;
2. The mobile equipment shall meet the standards of care (i.e., calibrate medical equipment to ensure that all devices are adjusted and regulated within national and local standards). Essential equipment may be purchased with DOH approval.
3. The provider shall utilize the mobile clinic to deliver services aimed at preventing maternal and infant mortality. This includes educating parents and communities in a non-stigmatized manner, considering cultural values and traditions.
4. The provider shall establish and identify community partnerships within Hawaii Island. These partnerships will assist in decision-making

regarding the necessary community resources for pregnant, postpartum, and birthing individuals residing in rural communities. This includes support groups, lactation support groups, STD testing, birth control/contraceptives and Doula trainings.

5. The provider shall offer services to assist pregnant, postpartum, and birthing individuals with limited access to prenatal care and education services. This includes identifying recommendations for actions or follow-up activities.
6. The provider shall provide mental health education, support, and telehealth assistance for individuals experiencing postpartum depression and/or substance use. The focus will be on early identification, treatment, and follow-up care.
7. To create sustainability, the provider will collaborate with local leaders and organizations to identify community needs, recruit, and train volunteers, and provide them with the necessary resources and support to carry out their roles effectively. This may include offering stipends and reimbursing volunteers for travel expenses to ensure their continued engagement and commitment to serving their communities.
8. Facilitate the access to contraception and family planning for younger women in these rural communities to encourage healthy pregnancies.
9. Manage and provide invoices for payment related to the MCHB mobile clinical support services and programs provided to the identified rural areas of Hawaii Island; and
10. Ensure all tasks, deliverables, and activities have been completed and submit a Final Project Report with required data findings.

### **C. Period of Performance**

The period of performance for the organization to research, network, and initiate projects from **June 30, 2024, through March 31, 2025.**

## **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 **June 30, 2024 through March 31, 2025.**
2. The attached Deliverable Cost and Timeline Quote table must be completed and submitted as part of the bidder's response to this solicitation. Cost should be based on the administration, purchase and delivery, and evaluation of the project not to exceed **\$60,000.00.**
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 the 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 and/or credit card.
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 Proposal, responsibilities, deliverables, and activities including the quarterly reports, is completed to the DOH's satisfaction.

## **D. Fee to NIC**

Please be advised that 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 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 Table**  
**Mobile Clinic Provider for Reproductive Care on Hawaii Island**

Cost and Timeline Proposal Fiscal Year	Tasks and Responsibilities	SUBTOTAL
	Sub Total	
	Hawaii General Excise Tax	
	<b>Total</b>	