

*Hawaii State Department of Health
Family Health Services Division
Maternal and Child Health Branch*
Positive Youth Development and Capacity Building Coordinator

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.

Young people are at disproportionate risk for human immunodeficiency virus (HIV), sexually transmitted infections (STIs), and unintended pregnancy in comparison to other age groups. The positive impact that comprehensive, evidence-based, positive youth development and pregnancy prevention Curriculum programs have on behavioral outcomes with adolescents suggest that this approach is successful and should be the “best practice” for youth serving organizations. These Curriculums aim to impart young people with information they need to make informed decisions about their sexual health and provides youth with the knowledge and skills necessary to understand sexual development, establish healthy relationships, prevent HIV/other STIs, and unintended pregnancy, to become healthy adults.

The DOH, MCHB, Adolescent Health Unit (AHU) is seeking to partner with a youth serving organization which has the capacity to oversee, administrate and/or implement the delivery of a comprehensive, positive youth development and pregnancy prevention evidence-based Curriculum within its youth serving programs. The organization shall insure that facilitators are certified in the Curriculum and have participated in capacity building activities to assist in quality delivery of the Curriculum. This project must be completed by September 30, 2024.

II. SERVICE SPECIFICATIONS

A. Specific Qualifications and Requirements

The Bidder shall:

1. Be based on Oahu.
2. Have a minimum of ten (10) years of experience in community program planning and implementing youth and community serving programs focused on life-long healthy outcomes.
3. Provide two (2) letters of support specifically from teens that have benefitted from your program.
4. Have knowledge and familiarity working within the context of DOH policies, rules, and regulations related to procurement processes (i.e., purchase orders) and meeting/conference/summit activities.
5. Reflect professionalism in all settings.

B. Tasks and Responsibilities

The BIDDER shall:

1. Coordinate, attend, meet, and participate in up to four (4) scheduled, one-hour MCHB activity planning meetings in person, or by phone as needed.
2. Collaborate with the MCHB AHU to assess, plan and implement a comprehensive, positive-youth development and pregnancy prevention evidence-based Curriculum program.
3. Meet the expectations of the timelines, attendance, communication, and report requirements as set up by the MCHB AHU staff.
4. Provide capacity building activities to train qualified staff and stakeholders to deliver the Curriculum.
5. Identify one (1) lead staff to work with the MCHB AHU in all aspects of the program implementation and all other operational issues.
6. Enroll a minimum of one-hundred fifty (150) adolescents with a 75% completion rate.
7. Implement two (2) program cycles (fidelity dosage) of the Curriculum.
8. Establish classes of no less than fifteen (15) and up to twenty-five (25) participants with a minimum of two (2) trained facilitators per club activity.
9. Be responsible for the safety, retention, and well-being of program participants and meeting the program and evaluation requirements; assuring maximum participant retention; quality program service delivery; timely pre and post survey administration; data collection and record keeping as determined.
10. Procure meeting supplies, materials for event/opportunity activities, and necessary equipment as identified and needed to conduct MCHB-related activities.

C. Period of Performance

The period of performance for participation as the ***Positive Youth Development and Capacity Building Coordinator*** for MCHB is from **April 1, 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 for the period **April 1, 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. 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 HlePRO, 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.**

