

**Hawaii State Department of Health  
Family Health Services Division  
Maternal and Child Health Branch  
Safe Sleep Education and Crib Distribution Program Coordinator**

**Scope of Work**

**I. Introduction**

The Hawaii State Department of Health (DOH), Family Health Services Division (FHSD), Maternal and Child Health Branch (MCHB) has worked for many years with public and private providers to increase awareness of safe sleep practices.

A statewide coalition supported by the Hawaii State Department of Health (DOH), Family Health Services Division (FHSD), Safe Sleep Hawaii assists in preventing infant sleep-related deaths by promoting safe sleep practices for infants. The Coalition increases awareness about the causes of infant sleep-related deaths and how to prevent and reduce these infant deaths by providing educational information, training, and supportive services in communities across the islands. The Coalition’s work follows the American Academy of Pediatrics (AAP) [2022 Recommendations for Reducing Infant Deaths in the Sleep Environment](#).

The mission of this effort is to prevent infant sleep-related deaths by educating parents and caregivers on the importance of safe sleep practices for their babies and by providing portable cribs (e.g. bassinets, play pens, cribs, or pack and play, etc.) to families that otherwise do not have access or resources to provide a safe sleep environment for their babies.

“Pediatrics”, *The Journal of the American Academy of Pediatrics*, published in 2022 that each year, there are about 3,400 sleep-related deaths among babies in the United States. In an effort to increase awareness of safe-sleep messaging, DOH has created a new Safe Sleep Hawaii webpage and is running a year-long media campaign highlighting the ABCs of safe sleep:

*Alone, on their Backs, and in a Crib.”*

The DOH is currently seeking an agency that will provide the circulation of safe sleep education and crib (e.g. bassinets, play pens, cribs, or pack and play, etc.) distribution working in collaboration with the FHSD registered nurses to promote safe sleep practices in Hawaii, Maui, and Kauai Counties.

## **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, in-person, 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 distribute cribs, play yards, pack and plays or bassinets to at least 200 or more parents and caregivers who are having difficulty in providing a safe sleep environment for their infant. Purchased items to meet U.S. Consumer Product Safety Commission (CPSC) standards  
<https://www.cpsc.gov/SafeSleep>
2. Crib, play yard, pack and play or bassinet distribution will also include drop off at FHSD county offices for easy access for families, or other identified locations. The crib should be handed direct to the families if they request it and are identified as having difficulty in providing a safe sleep environment for their baby. May consider family preference for size of crib or bassinet etc. and living area. May use online

materials and forms, but also include paper-based materials and forms for families with difficulties accessing internet or in rural locations.

3. Provide educational information in different languages such as Tagalog, Chinese, Samoan, Chukeese, Marshallese, Pohnpeian, etc. using DOH safe sleep handouts, flyers, materials to be distributed via e-mail, video, in-person, phone/text, or paper based in the delivery of services.
4. Identify, develop, and implement a one-page evaluation tool to assess the family, caregiver, or individual's capability in creating a safe sleep environment for the infant and what support may be beneficial. The evaluation tool must be approved by MCHB prior to use.
5. The awarded vendor shall work with the FHSD registered nurses in Hawaii, Maui, and Kauai County to receive referrals from agencies including the FHSD, Children with Special Needs Branch, families, clinics, and hospitals with a focus on obtaining safe sleep education and crib distribution for parents and caregivers.
6. Provide written quarterly reports to DOH on the number of parents/caregivers provided safe sleep education and crib distribution including a narrative of successes and challenges with distribution.
7. Schedule and engage in a minimum of three (3) virtual, or phone conversations with the DOH during the period of performance discussing specific recommendations or any comments and questions from families, parents, individuals, or caregivers.
8. Provide at least one (1) follow up correspondence with the family or caregiver who received safe sleep information and a crib, bassinet, pack, and play, or play yard.

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

The period of performance is from September 1, 2024, to June 30, 2025.

## **II. Compensation and Payment**

### **A. Submitting a Quote**

1. Submit a quote following the requirements of the scope of work to provide the requested services for the period **September 1, 2024 to June 30, 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. 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 **\$49,500**.
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 Coordinator**

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