

**Evaluation for Early Childhood Comprehensive Systems Health Integration Prenatal to Three  
Program (ECCS HIPP)  
Scope of Services**

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**I. Introduction**

**A. Overview and Purpose**

The Hawaii Department of Health (DOH), Family Health Services Division (FHSD) Early Childhood Comprehensive Systems Health Integration Prenatal to Three (ECCS HIPP) grant program seeks to enter into a contract with a qualified community-focused evaluation team. The evaluation team must maintain a strong skill set and familiarity with systems level change work that focuses on the Prenatal to Three (P-3) population.

As we direct our P-3 System to improve maternal infant health and early childhood health integration, evaluation of strategy implementation and community/system impacts are essential. Using Hawaii's Performance Measurement Plan (PMP) and Evaluation Plan created in Year 1 of the grant cycle, a contractor is required to evaluate the implement the plans and collect data to measure the effectiveness of project activities. In addition, an evaluation team will be needed to connect data sources, input from the ECCS HIPP Advisory Council input, work group efforts, and annual summit convenings to inform the Strategic Plan framework and implementation. The scope of services include:

1. Participation in ECCS HIPP workgroups and/or Advisory Council to inform evaluation efforts and Continuous Quality Improvement (CQI).
2. Review and revise the Performance Measurement Plan (PMP).
3. Review and revise the Evaluation Plan.
4. Support evaluation of process and implementation of the Strategic Plan.
5. Assist in identifying opportunities to inform the PMP and Evaluation Plan.
6. Implement the PMP and Evaluation Plan in Year 4 grant activities.
7. Complete an annual Evaluation Report in Year 4.

**B. Description of the Service Goals**

The long-term goal of this program is to enact a developmental evaluation of a systems-change initiative focused on the P-3 population in Hawaii. With an understanding that the work is complex and ever-changing, the evaluation team's primary roles are to provide subject matter expertise on maternal infant health and early childhood health integration system building. Evaluation services provided will help to build in a culture of monitoring, evaluation, reflection, and intention in the ECCS HIPP project team.

**C. Description of the Target Population to be Served**

The ECCS HIPP Advisory Council partners and project workgroup members are very diverse including community leaders, non-profit organizations, state departments, medical office providers and staff, health centers (Federally Qualified and Native Hawaiian Health), doula and midwife perspectives, infant and early childhood mental health consultation, community health workers, policy advocacy and family leadership development. All contributors are aligned and invested in supporting P-3 System improvements that focus on family and community centered engagement/partnerships.

#### **D. Geographic Coverage of Service**

Hawaii Statewide.

## **II. Scope of Services**

### **A. Specifications and Requirements**

The Bidder shall describe in detail how, from 8/31/24, or upon DOH FHSD approval, through 7-29-25, it will provide the following:

1. Participate in Year 4 ongoing monthly meetings to review the scope of work, project expectations, and timelines;
2. Review background materials and other relevant information;
3. Engage and help inform the contract partnership so that both the Awarded Contractor and DOH FHSD can make modifications as needed throughout this contract period;
4. Participate in regular state and federal ECCS HIPP team meetings, quarterly Advisory Committee meetings, and workgroup meetings as appropriate;
5. Participate in regular state and federal ECCS HIPP Early Childhood Systems Technical Assistance and Coordination Center (ECS TACC) TA meetings and annual gatherings to inform Hawaii project work;
6. Support the workgroups with the development of strategic planning and implementation; aid with analysis and understanding of the data collected; assist the workgroup in summarizing the results and key findings;
7. Compile useful information from data sources including project documents, meeting minutes, project participation logs and insightful efforts made towards project goals to capture analysis comprehensively in Hawaii ECCS HIPP Performance Measurement and Evaluation Plan;
8. Conduct a comprehensive, mixed methods evaluation using the evaluation plan

research questions as a guide. Quantitative data may include surveys, document review and program participation data. Qualitative data such as key informant interviews will be used to better understand attitudes, beliefs, successes, and challenges of workgroup members and parent leaders and raise up bright spots while identifying barriers to progress;

9. Provide and adhere to an agreed upon timeline for the implementation of the Hawaii ECCS HIPP Performance Measurement and Evaluation Plans;
10. Provide evaluation analysis for ECCS HIPP federal reporting needs.
11. Present evaluation findings to DOH FHSD Lead and the ECCS HIPP All Team to keep all informed and activate improvement strategies to achieve project goals.
12. Summarization of evaluation findings to be captured in an annual evaluation report and reflection session that highlights key progress on performance measures, research questions and identifies opportunities for the project team for each coming year. In the final year, the report will be summative.

#### **B. Reports, Data, and Evaluation Requirements**

The Awarded Contractor shall follow report due dates, in the format provided by the DOH FHSD:

1. Submit quarterly reports to the DOH FHSD documenting deliverables of this contract.
2. A final report is required no later than 2 months from the end of the contract period, 7/29/25, which shall include, at a minimum a summary of the work done, a summary of evaluations collected, a summary of challenges and successes, a summary of lessons learned, timeline goals met or unmet, and next steps.

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

The period of performance is from 8/31/24 to 7/29/25.

#### **I. Experience of Capability**

The awarded vendor:

- A. Must demonstrate a thorough understanding of the purpose and scope of this service and demonstrate necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services. The applicant shall have verifiable relevant experience for the last three (3) years in providing service activities;
- B. Shall demonstrate necessary skills, abilities relating to the delivery of the proposed services by providing a description of projects and/or contracts pertinent to the proposed services. Describe experience in conducting the following related activities:

1. At least five (5) years of experience in working with rural communities;
2. At least five (5) years of experience in evaluation of systems efforts that include maternal infant and early childhood coalition-building, and communications, including and with a particular focus on populations with poor social and health outcomes;
3. Experience in obtaining and evaluating data in projects that include community scan data collection, Strengths, Asset and Gap Assessment (SAGA), and strategic planning that illustrate both quantitative and qualitative data practices to drive data disaggregation and equity in analysis;
4. Knowledge and experience researching and synthesizing statewide data into reports;
5. Competency and ability to use different tools to communicate and share information with multiple key invested partners and project contributors;
6. Shall demonstrate adequate staffing capacity to provide contracted services and deliverables, including contract administration.
7. Must describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. The applicant shall reflect the position of each staff and line of responsibility/supervision (include the position title, name, and full-time equivalency);
8. Must provide evidence of being an organization registered in the State of Hawaii.

## **II. Compensation and Payment**

### **A. Submitting a Proposal**

1. Submit a proposal for following the requirements of the scope of work to provide the requested services for the period of August 31, 2024 to July 29, 2025;
2. The attached Cost and Timeline Proposal must be completed and submitted as part of the Bidder's response to this solicitation;
3. For technical assistance with HIEPRO, please call the Hawaii Information Consortium at 808-695-4620 or send an email to [hiepro@hawaii.gov](mailto:hiepro@hawaii.gov).

### **B. Procedure for Invoicing**

The awarded vendor shall submit two invoices: (1) 50 percent of the awarded amount shall be invoiced at the execution; (2) the final 50 percent of the awarded amount shall be invoiced after completing all deliverables. See Cost and Timeline Proposal.

**C. Form of Payment**

The awarded vendor shall be equipped to accept state purchase orders as forms of payment.

**D. The fee to Hawaii Information Consortium (HIC)**

Please be advised that the awarded vendor will be responsible for paying HIC a fee of 0.75 percent of the award, capped at \$5,000. HIC will bill the awarded vendor directly via email, and the vendor can make payment online or by sending a check via regular mail.

**E. Hawaii Compliance Express**

The awarded vendor must demonstrate proof of compliance for all awards of \$2,500 or greater. This includes a Certificate of Vendor Compliance from Hawaii Compliance Express, which includes a Certificate of Good Standing from the Department of Commerce and Consumer Affairs, a Tax Clearance from the Department of Taxation, and Compliance with HRS Chapters 383, Hawaii Employment Security Law (Unemployment Insurance) 386, (Worker's Compensation law) 392 Temporary Disability Insurance and 393 Prepaid Healthcare Act, from the Department of Labor and Industrial Relations.

**Cost and Timeline Proposal**

<b>Fiscal Year</b>	<b>Tasks and Responsibilities</b> (August 31, 2024 to July 29, 2025)	<b>Amount (\$)</b>
08/31/24 to 7/29/25	The Hawaii State Department of Health (DOH), Family Health Services Division (FHSD) seeks a qualified community-based, non-profit organization in Hawaii to:	
		Subtotal
		Hawaii GET
		<b>Total</b>

**NOTE:** The attached Cost and Timeline Proposal form shall be completed and submitted as part of the Bidder's response to this solicitation.

## BUDGET

(Period \_\_\_\_\_ to \_\_\_\_\_)

Applicant/Provider: \_\_\_\_\_  
 RFP No.: \_\_\_\_\_  
 Contract No. (As Applicable): \_\_\_\_\_

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage				
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies				
17. Telecommunication				
18. Transportation				
19. Utilities				
20.				
21.				
22.				
23.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
<b>TOTAL (A+B+C+D)</b>				
<b>SOURCES OF FUNDING</b>	(a) Budget Request	Budget Prepared By:		
	(b)	Name (Please type or print)		Phone
	(c)	Signature of Authorized Official		Date
	(d)	Name and Title (Please type or print)		
<b>TOTAL REVENUE</b>	For State Agency Use Only			
		Signature of Reviewer		Date