

Early Intervention Section Annual Stakeholder Meeting Scope of Services

I. Introduction

A. Overview and Purpose

The Hawaii State Department of Health (DOH) Family Health Services Division (FHSD), Children with Special Health Needs (CSHNB), Early Intervention Section (EIS) seeks a CONTRACTOR to coordinate an Annual Stakeholder Meeting to obtain input from early intervention partners to inform the system that will be reported in the State Support Plan (SSP) and Annual Performance Report (APR) to the Office of Special Education Programs (OSEP).

The DOH, EIS is working to assure that all infants and toddlers, birth to three, with special needs will have access to a coordinated system of family-centered services and improve child and family outcomes, through systems development, assessment, assurance, education, collaborative partnerships, and family support. The EIS provides family-centered and evidence-based practices in the child and family's natural environment.

The DOH, EIS seeks a qualified community-based, non-profit organization in Hawai'i to partner with EIS to design and conduct an annual stakeholder meeting, including coordination of all logistics for the meeting and meeting participants. The Annual Stakeholder meeting will include presentation of data, facilitation of small group discussions to gather input/feedback to develop action plans for ongoing system improvement and evaluation. development of a long-term strategic plan. Post meeting evaluations and summary analysis is needed to inform future stakeholder meetings. Support is needed for family engagement (recruitment of families, training and support for family participation, and family focus groups).

B. Description of the Service Goals

The goal of this project is to gather early intervention and early childhood partners, including families who receive(d) early intervention services, for active discussions related to data results and experiences to inform system improvements.

Vendor will develop and utilize a Work Plan to assure progress towards meeting the overall objectives and goals of this project. Work Plan will describe how the following objectives and goals will be achieved.

II. Scope of Services

A. Specifications and Requirements

The Bidder shall describe in detail how from October 1, 2024, or upon DOH FHSD approval, through December 31, 2024, it will provide the following:

B. Period of Performance

1. Develop a Work Plan that outlines the objectives listed in the B. Description of the Service Goals and required activities below.
2. Organize and execute a stakeholder meeting for approximately 120 early intervention, early childhood community partners, and families. CONTRACTOR must provide in person assistance during the stakeholder meeting and focus group discussions.
 - a. Develop a meeting agenda with EIS.
 - b. Plenary session to present the work of the EIS;
 - c. Support participant engagement including providing air and ground transportation and stipends for families to attend. Also provide sign language interpreters or translators as necessary.
 - d. Group breakout sessions for participants to raise, discuss, and note priorities and opportunities for new, developing, or improved programs/activities.
 - i. Identify/Assign participants for each breakout group.
 - ii. Breakout groups need a mixture of early intervention and early childhood partners and at least one family member who receive(d) early intervention services.
 - iii. Breakout group must have at least one facilitator and notetaker to help record and collect the discussion.
 - iv. Share small breakout group discussion with the larger group
 - v. Breakfast/Lunch/snacks provided by CONTRACTOR.
 - e. CONTRACTOR will coordinate travel logistics and travel scholarships for families participating in the meeting. Approximately 40 families are expected to be invited from across the state.
3. Design and execute meeting evaluation(s).
 - a. Digital surveys must be linked to the original online registration for the attendees.
 - b. An overall meeting evaluation at the conclusion of the event must be submitted. Evaluation must include recommendations for follow up with participants.
4. Support a minimum of (2) two family focus group discussions.
 - a. Coordinate venue site at where CONTRACTOR will facilitate focus group discussions.
 - b. CONTRACTOR will coordinate travel logistics and travel scholarships for families participating in the focus groups. Use of a video conferencing platform may be necessary to include families from neighbor islands.

- c. Provide refreshments and supplies to support focus groups (e.g. poster paper, markers, post it notes, etc.)
5. CONTRACTOR must issue all payments directly to other vendors and services needed to meet the scope of service identified in the contract.

The period of performance is from October 1, 2024, to December 31, 2024.

III. Experience of Capability

The awarded vendor:

- A. Must demonstrate a thorough understanding of the purpose and scope of this project, as well as demonstrate the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services;
- B. Cite any previous experience relevant to this project with respects to conducting stakeholder meetings to actively engage in data discussions for system improvement and focus groups with an emphasis on infants and toddlers with special needs and their families. Include a brief description of the scope of services performed and the period of performance covered by prior work relevant to this proposal;
- C. Have knowledge and experience working with the diverse stakeholders in government and non-government organizations that actively promote a system of care for Hawaii's children and youth with special health needs;
- D. Have a minimum of four years of experience working with a variety of Hawaii state agencies;
- E. Have competency and ability to use different tools to communicate and share information with multiple stakeholders;
- F. Shall demonstrate adequate staffing capacity to provide contracted services and deliverables;
- G. Must provide evidence of being a nonprofit organization registered and resides in the State of Hawaii.
- H. Must be available to meet in-person with EIS.

IV. Compensation and Payment

A. Submitting a Proposal

1. Submit a proposal to meet the project goals/requirements through a scope of work to provide the requested services for the period October 1, 2024 and concluding by December 31, 2024.
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 HlePRO, please call the Hawaii Information Consortium at 808-695-4620 or send an email to hiepro@hawaii.gov.

B. Procedure for Invoicing

The awarded vendor shall submit three invoices: (1) one-third of the awarded amount shall be invoiced upon completion of an agreed-upon detailed workplan and timeline; (2) one-third of the awarded amount shall be invoiced after the completion of the statewide stakeholder meeting; (3) final one-third of the awarded amount shall be invoiced after the completion of all deliverables. The final invoice must be submitted by December 31, 2024. 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. Fee to Hawaii Information Consortium (HIC)

Please be advised that the awarded vendor will be responsible to pay Tyler Hawaii a fee of 0.75% of the award, capped at \$5,000. HIC will bill the awarded vendor directly via e-mail, 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.

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

Cost and Timeline Proposal

Fiscal Year	Tasks and Responsibilities (October 1, 2024 to December 31, 2024)	Amount (\$)
FY 2025	<p>The Hawaii State Department of Health (DOH), Family Health Services Division (FHSD), Children with Special Health Needs Branch (CSHNB), Early Intervention Section (EIS) seeks a qualified community-based, non-profit organization in Hawaii to:</p> <ul style="list-style-type: none"> • Develop a Work Plan that outlines the objectives listed in the B. Description of the Service Goals and required activities. • Organize and execute a stakeholder meeting for early intervention, early childhood community and families. • Provide in person assistance during the stakeholder meeting and focus group discussions. • Support participant engagement including providing air and ground transportation and stipends for families to attend. • Coordinate travel logistics and travel scholarships for families participating in the meeting. • Design and execute meeting evaluation(s). • Coordinate and facilitate two focus group discussions with families. • The Contractor must issue all payments directly to other vendors and services needed to meet the scope of service identified in the contract. 	
	Sub Total	
	Hawaii GET	
	Sub Total	
	Total	