

Children with Special Health Needs 2025 Strategic Plan Meetings Scope of Services

I. Introduction

A. Overview and Purpose

The Hawaii State Department of Health (DOH) Family Health Services Division (FHSD) seeks a CONTRACTOR to coordinate strategic planning informational meetings that will strengthen the partnerships to support children with special health needs.

The DOH, FHSD is working to assure that all children and youth with special health care needs will reach optimal health, growth, and development, by improving access to coordinated system of family-centered health care services and improving outcomes, through systems development, assessment, assurance, education, collaborative partnerships, and family support. The Children with Special Health Needs Branch (CSHNB) promotes family-centered, community-based comprehensive, coordinate care for children and youth with special health care needs from 0-21 years.

The DOH, FHSD seeks a qualified community-based, non-profit organization in Hawaii to coordinate all logistics for the meeting, presenters, and participants, facilitate collaborative group discussions, gather input and participant feedback, analyze and organize quantitative data gathered, support a long-term strategic plan, and report the pre and post meeting evaluation surveys.

B. Description of the Service Goals

The goal of this project is to gather partners from varying disciplines who provide support and services to Children and Youth with Special Health Needs (CYSHN) to provide and receive information on the CSHNB strategic plan for the needs of CSHN statewide. Meetings will be with state and community partners, families of CSHN and employees of DOH, FHSD.

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 will be achieved.

1. Inform partner agencies and individuals on CSHNB's strategic plan for the 2025 to 2030.
2. Inform DOH, FSHD, CSHNB employees on CSHNB's strategic plan for 2025 to 2030 and engage them on how the strategic plan will help to inform and direct their work with CYSHN, and their families and communities.

II. Scope of Services

A. Period of Performance

The Bidder shall describe in detail how, from January 13, 2025, or upon DOH FHSD approval, through December 12, 2025, it will provide the following:

B. Specifications and Requirements

The Bidder shall provide the following:

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 strategic planning meeting, 8 hours in length, for DOH, FHSD, CSHNB for approximately 150 program employees during April-May 2025.
 - a. CONTRACTOR must provide in-person assistance during the meeting.
 - b. Develop a meeting agenda with CSHNB.
 - c. Plenary session to present CSHNB's Strategic Plan and its alignment with the Blueprint for Change, a national framework for a system of services for children and youth with special health care needs where they enjoy a full life and thrive in their community from childhood through adulthood.
 - d. Coordinate break-out sessions on areas of the Strategic Plan.
 - e. Provide sign language interpreters or translators and other accommodations, as necessary.
 - f. Provide refreshments and supplies for meetings (e.g. poster paper, markers, post it notes, etc.)
3. Organize and execute an informational meeting, 4 hours in length, for approximately 150 community partners during July-August 2025.
 - a. CONTRACTOR must provide in-person assistance during the meeting.
 - b. Develop meeting agenda with CSHNB.
 - c. Develop plenary session to present CSHNB's Strategic Plan and its alignment with the Blueprint for Change, a national framework for a system of services for children and youth with special health care needs where they enjoy a full life and thrive in their community from childhood through adulthood.
 - d. Assemble partner agencies to share resources in exhibit table area.
 - e. Support participant engagement including providing air and ground transportation, parking, and stipends for families to attend.
 - f. Provide sign language interpreters or translators, as necessary.
 - g. Coordinate travel logistics and travel scholarships for community partners and families participating in the meeting.

5. Have knowledge and experience working with children and youth with special health needs, their families, and their communities.
6. Have a minimum of five (5) years of experience working with a variety of Hawaii state agencies.
7. Have competency and ability to use different tools to communicate and share information with multiple stakeholders.
8. Demonstrate adequate staffing capacity to provide contracted services and deliverables.
9. Must provide evidence of being a nonprofit organization registered and resides in the State of Hawaii.
10. Must be available to meet in-person with FHSD.

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 January 13, 2025, and concluding by December 12, 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 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 meetings; (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 2, 2025. 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 (January 13, 2025 to December 12, 2025)	Amount (\$)
01/03/2025 to 12/3/2025	<p>The Hawaii State Department of Health (DOH), Family Health Services Division (FHSD) 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. • Convene DOH, FHSD, CSHNB employees to inform and engage them on CSHNB’s strategic plan (April-May 2025). • Convene key partners to inform them of CSHNB’s strategic plan (July-August 2025). • Assist with publicity, registration, and pre-meeting planning. • Design and execute meeting evaluation(s). • Coordinate registration and pre-meeting survey of participants. • 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	