

**SCOPE OF SERVICES**  
**March 1 – September 30, 2025**

**I. PROJECT NAME**

Hawai'i Liver Summit 2025 – Planning and Coordination

**II. PROJECT DESCRIPTION**

- A. The “CONTRACTOR” and the Hawai'i Department of Health (“STATE”) seek to improve viral hepatitis screening, management, and treatment capacity among providers and healthcare team members in Hawai'i.
- B. The CONTRACTOR provides **overall planning and coordination** of the Hawai'i Liver Summit, an in-person, continuing education event targeting local healthcare providers in Honolulu in 2025.

**III. MINIMUM QUALIFICATIONS**

- A. The CONTRACTOR must be an organization providing educational and clinical support for viral hepatitis to organizations and/or providers.
- B. The CONTRACTOR must demonstrate experience with planning in-person viral hepatitis educational programs in Hawai'i.
- C. The CONTRACTOR must provide at least one letter of support from faculty trainer(s) with at least 10 years clinical experience treating patients for viral hepatitis in Hawai'i.

**IV. Activities to be provided by the STATE:**

The STATE shall provide access to related resources and technical assistance for completing tasks to be performed by the CONTRACTOR.

- A. In the area of **technical assistance**, the STATE shall:
  - 1. provide subject matter expertise on viral hepatitis epidemiology, disease state, and public health best practice;
  - 2. provide updates on similar educational projects in other jurisdictions to inform and guide implementation;
- B. In the area of **collaboration**, the STATE shall connect the CONTRACTOR to relevant providers, partners, and community partners to accomplish Activities listed in Section V, below;

**V. Activities to be provided by the CONTRACTOR:**

The CONTRACTOR shall complete the following tasks in coordination with the STATE guidance.

- A. In the area of **program planning**, the CONTRACTOR shall:
  - 1. identify and appropriately compensate faculty and planning team members to include primary care providers, liver specialists, allied health professionals, public health professionals, and patients;

2. convene and document at least 6 meetings to conduct activities listed in this section;
  3. consult with planning team and other experts to develop and finalize series curriculum, including faculty, topics, speakers, case presentations, schedule;
  4. coordinate planning with the National Task Force on Hepatitis B, which voluntarily hosts the online registration portal and has assisted with initial planning meetings and research;
- B. In the area of **recruitment planning**, the CONTRACTOR shall:
1. identify and recruit at least 75 registrants for Hawai'i Liver Summit , especially providers and healthcare team members in Hawai'i;
  2. develop materials and conduct promotional efforts, including direct communication, promotional materials, email engagement, and social media;
- C. In the area of **accreditation planning**, the CONTRACTOR shall:
1. identify and compensate accreditation entity to provide continuing education credits for Hawai'i Liver Summit participants, including physicians, nurses, physician assistants, and pharmacists;
  2. coordinate accreditation application and reporting requirements to ensure timely and sufficient continuing education credits for Hawai'i Liver Summit participants;
- D. In the area of **evaluation planning**, the CONTRACTOR shall:
1. consult with the Hawai'i Liver Summit planning team to develop and finalize a participant evaluation survey, including change in practice components.

## VI. **PROGRESS OF WORK**

Upon verbal request, the CONTRACTOR shall provide the STATE with a status report on the progress of work within twenty (20) working days. As deemed necessary by the STATE, the STATE may hold project status meetings in which the CONTRACTOR shall participate.

## VII. **APPLICATION**

Bidders shall complete and attach a *Narrative* clearly describing:

- How they meet vendor qualifications in Section III, including letter(s) of support;
- Proposal of how vendor prior experience will allow them to address each task listed in section V;
- Cost proposal including:
  - **Direct Costs-Project Management** (include staff time for communicating with faculty, running project meetings, data collection, material supplies, etc.); and
  - **Indirect Costs** (not to exceed 10% of total) for costs of intangible administrative costs. Typical indirect costs include “overhead” expenditures for the office space, business taxes,

utilities, and administrative staff to prepare payroll reports and payments.

Additional documentation may be included as attachments to the proposal.

## **VIII. Compensation and Payment**

### **A. Submitting a Bid**

Submit a cost proposal that includes a fixed rate proposal for Project Management costs (and indirect costs if applicable).

Awarded Vendor shall be equipped to accept purchase orders and checks as forms of payment.

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

Awarded Vendor shall submit invoices based upon providing a narrative of the deliverables. Final invoice must be submitted by September 30, 2025.

### **C. Fee to Hawaii Information Consortium (HIC)**

Be advised that Awarded Vendor will be responsible to pay HIC a fee of 0.75% of the award, capped at \$5,000.00. HIC will bill the vendor directly via e-mail and the vendor can make payment online or by sending a check via regular mail.

### **D. Hawaii Compliance Express**

Vendor must demonstrate proof of compliance for all awards of \$2,500 or greater. This includes a Certificate of Good Standing from Department of Commerce and Consumer Affairs, Tax Clearance from the Department of Taxation, and Compliance with HRS Chapter 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. For most efficient and timely processing, please register now on Hawaii Compliance Express for a fee of \$12.00 per year at <https://vendors.ehawaii.gov/hce/splash/welcome.html>. For assistance with HCE registrations, please call the Hawaii Information Consortium at 808-695-4620.