

## **Conference Family of Deaf and Hard of Hearing Children 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 Branch (CSHNB) Newborn Hearing Screening Program (NHSP) seeks a qualified community-based, non-profit with proven experience working with Family support groups to coordinate a conference on Oahu that will support up to 120 families. A statewide Conference will provide an opportunity for families to stay informed about family support services, statewide resources, language and communication options, best practices while servicing Deaf/hard-of-hearing children and their families and allow for networking with peers and state agencies and services to enhance the early hearing detection and intervention program services statewide.

The purpose of this project is to support Deaf/Hard of Hearing children and their families in optimal development by increasing the knowledge and skills of the who care for them.

#### **B. Description of the Service Goals**

The goal of this project is to gather families of Deaf/Hard of Hearing children statewide who have Deaf/Hard of Hearing children who are enrolled in early intervention programs who provide direct services to deaf/Hard of Hearing children birth through three years of age, to increase their knowledge on available state resources and programs, as well as best practices for serving this community. The conference will provide an opportunity for families of deaf/Hard of hearing children to hear updates, specialists and education from state departments and agencies to increase their knowledge of resources and skills on early hearing detection and intervention.

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

Families of Deaf/Hard of Hearing children who provide early intervention services for Deaf/Hard of Hearing children.

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

The conference will be conducted on Oahu and travel arrangements will be available for all attendees and families statewide.

## **II. Scope of Services**

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

The Bidder shall describe in detail how from March 1, 2025, or upon DOH FHSD approval, through July 31, 2025, it will provide the following:

1. Organize and execute a conference on Oahu for approximately 120 families. CONTRACTOR will be responsible for reserving the venue and coordinating the food (continental breakfast, lunch, snacks, beverages) for speakers and attendees. CONTRACTOR must provide assistance for the conference planning and coordinating to do the following:
  - a. Develop a conference agenda with NHSP.
  - b. Support participant engagement including providing air and ground transportation for non-Oahu families to attend.
  - c. Support keynote speakers and facilitators and assist with securing their travel and logistical needs.
2. Convene key stakeholders to collaborate on conference design such as assisting with development of conference goals and objectives, agenda, and speakers.
3. Assist with publicity, registration, and pre-conference planning.
4. Support families with follow up resources or identified needs that arise from the conference.
5. Design and execute meeting evaluation Digital or paper surveys must be provided to participants to evaluate the conference.
  - a. An overall meeting evaluation at the conclusion of the event must be submitted. Evaluation must include recommendations for follow up with participants.

### **B. Period of Performance**

The period of performance is from March 1, 2025 to July 31, 2025.

## **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 conferences for families of Deaf/Hard of Hearing. Include a brief description of the scope of services performed and the period of performance covered by prior work relevant to this proposal.
- C. Cite any previous experience relevant to this project with respect to understanding the needs and concerns of families with Deaf/Hard fo hearing children.
- D. Have knowledge and experience working with families of Deaf/hard of Hearing.
- E. Have a minimum of four years of experience working with a variety of Hawaii state agencies.
- F. Must provide evidence of being a nonprofit organization registered and resides in the State of Hawaii.
- G. Must be available to meet with NHSP, as needed.

#### **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 March 1, 2025 and concluding by July 31, 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](mailto:hiepro@hawaii.gov).

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

The awarded vendor shall submit one invoice: (1) one half of the awarded amount shall be invoiced upon the start date in order to secure venue, travel, speaker, and food costs. (2) The second half of the reminder of the awarded amount must be submitted no later than March 31, 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 (March 1, 2025 to July 31, 2025)	Amount (\$)
01/03/25 to 12/3/25	<p>The Hawaii State Department of Health (DOH), Family Health Services Division (FHSD), Newborn Hering Screening Program (NHSP) seeks a qualified community-based, non-profit organization in Hawaii to:</p> <ol style="list-style-type: none"> <li>1. Organize and execute a conference for approximately 120 families of D/HH children.</li> <li>2. Convene key partners to collaborate on conference design.</li> <li>3. Assist with publicity, registration, and conference planning.</li> <li>4. Support families with resources as a follow-up from the conference.</li> <li>5. Design and execute meeting evaluation to participants.</li> <li>6. CONTRACTOR must issue all payments directly to other vendors and services needed to meet the scope of service identified in the contract.</li> </ol>	
	Sub Total	
	Hawaii GET	
	Sub Total	
	<b>Total</b>	