

**Hawaii State Department of Health-Maui District Health Office
Family Health Services & Maternal Child Health Branch
Facilitation of the Ho’oikaika Partnership Strategic Plan
Scope of Services**

I. Introduction

The state of Hawaii, Department of Health (DOH), Maui District Health Office (MDHO) represents the Office of the Director of Health on the county level. MDHO includes programs of the DOH Family Health Services Division (FHSD). MDHO Family Health Services Section (FHSS) provides overall planning and coordination for all assigned FHSD programs including WIC, Children with Special Health Needs and Early Intervention Services. FHSS also partners with Maui programs that provide and promote health services to families, children and youth.

The MDHO FHSS in collaboration with the FHSD and the Maternal Child Health Branch is seeking to procure services of a qualified vendor to facilitate the implementation of the Maui Ho’oikaikai Partnership Strategic Plan (henceforth ‘Strategic Plan’) to prevent and address child abuse and neglect for the county. The plan helps to coordinate and increase the effectiveness and productivity of Maui programs and agencies through prevention, outreach, education and networking in order to reduce the incidence and prevalence of child abuse and neglect.

II. Service Specifications

A. Description of Tasks and Responsibilities

The Bidder shall be responsible for the following:

1. Meet with MDHO monthly to ensure progress is achieved on the milestones outlined in the Strategic Plan are met.
2. Collaborate with the various Ho’oikaika Partnership workgroups and related community committees, coalitions to ensure that goals and objectives of the Strategic Plan are met.
3. Management of Ho’oikaika Partnership communications including the convening of Core Partners and General Membership on a monthly basis and as necessary.
4. Provide Ho’oikaika Partnership administrative support.

B. Specific Qualifications or Requirement

1. Be located in Maui County and be able to provide services throughout Maui, Molokai & Lanai.

2. 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.
3. Cite any or all previous contracts relevant to this project for the last 2 years.
4. Have experience organizing, coordinating, and evaluating training conferences.
5. Must have staff with expertise and a background of working on child and family issues in the State of Hawaii.
6. Must provide evidence of being a nonprofit organization registered as a vendor in the State of Hawaii.
7. Must be available to meet with Maui District Health Office Family Health Services in person.

C. Period of Performance

The period of performance is from March 1, 2025 to February 28, 2026.

III. 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 March 1, 2025 to February 28, 2026.
2. Complete the attached Cost and Timeline Proposal and submit as part of the Bidder's response to this solicitation.
3. The quote must include a description of the Bidder's invoicing procedure and a statement of the Bidder's ability to receive payment in the form of a purchase order.
4. Note: Awarded Vendor shall acknowledge that "no work shall be undertaken prior to purchase order approval." The State of Hawaii is not liable for any work, contracts, costs, loss of profits or any damages whatsoever incurred by the Awarded Vendor prior to the purchase order approval.

B. Procedure for Invoicing

1. The awarded vendor shall submit three invoices:
 - a. One-third of the awarded amount shall be invoiced at the completion of an agreed workplan.
 - b. One-third of the awarded amount shall be invoiced, and sufficient progress has been demonstrated mid-way through the projects.
2. Final one-third of the awarded amount shall be submitted within forty-five (45) days after the end of the project period. Payment on the last invoice will not be processed until all tasks as per the Cost and Timeline Proposal is completed to DOH's satisfaction.
3. No advance payment shall be made.

C. Form of Payment

The awarded vendor shall be equipped to accept State purchase order as forms of payment.

D. Fee to NIC Hawaii

Please be advised that the Awarded Vendor will be responsible to pay NIC Hawaii a fee of 0.75% of the award, capped at \$5000. NIC will bill the vendor directly via e-mail and the vendor can make payment online or by sending a check via regular mail. For technical assistance with HIEPRO, please call NIC Hawaii at 808-695-4620.

E. Hawaii Compliance Express

State agencies can award amounts of \$2,500.00 or greater only to those companies that are registered with Hawaii Compliance Express (HCE). The HCE is an electronic system that allows companies doing business with State or County agencies to quickly and easily obtain proof that they are compliant with applicable laws. The HCE certificate, "Certificate of Vendor Compliance," is submitted in place of a tax clearance, labor certificate, and a Certificate of Good Standing required in Hawaii Revised Statutes (HRS) §103-D-310(c) and Hawaii Administrative Rules (HAR) §3-122-112. For most efficient and timely processing, please register now on Hawaii Compliance Express for a fee of \$12 per year at <https://vendors.ehawaii.gov/hce/splash/welcome.html>. For assistance with HCE registration, please call NIC Hawaii at 808-695-4620.

NOTE:

The attached cost and Timeline Proposal Table shall be completed and submitted as part of the Bidder's response to this solicitation. **A copy of the Cost and Timeline Proposal Table is on the next page.**

Cost and Timeline Proposal

Fiscal Year	Tasks and Responsibilities	Amount (\$)
03/01/2025 to 02/28/2026	Conduct activities to facilitate and implement the Maui Ho’oikaika Partnership Strategic Plan to prevent and reduce the incidence of child abuse and neglect in Maui County.	
	Sub Total	
	Hawaii GET	
	Sub Total	
	HIC Fee (0.75%)	
	Total	