

**Hawaii State Department of Health  
Family Health Services Division  
Children with Special Health Needs Branch  
Project LAUNCH**

**Youth Mental Health Engagement**

**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) Project LAUNCH grant is dedicated to ensuring that all children and youth, especially those with special health care needs, achieve optimal health, growth, and development. This is accomplished by enhancing access to a well-coordinated, family-centered health care system and improving outcomes through system development, assessment, education, collaborative partnerships, and family support.

As part of these efforts, Project LAUNCH focuses on promoting positive mental health supports and services for children and families. Project LAUNCH defines wellness as a state of positive physical, emotional, social and behavioral health. For this program, behavioral health includes mental health and positive development free from substance abuse and other negative behaviors.

Many youths and their families are unaware of available mental and behavioral health services and struggle to access beneficial programs. This project aims to raise awareness by gathering insights directly from youth through surveys and focus groups about their experiences with state programs. The findings will inform a youth summit focused on improving mental health support for young people.

**B. Description of the Service Goals**

The goal of this project is to better understand youth engagement in mental health programs and services and increase awareness of these programs designed to service children, youth, and families. The contractor will be responsible for designing a youth survey on mental health programs and services, conduct focus groups of youth to get a better understanding of their needs and desired programs, and conduct a youth mental health summit to help promote awareness of the findings.

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

The target population to be served is children and youth (ages 8-21) and their families.

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

The geographic coverage of service is statewide.

## **II. Service Specifications**

### **A. Specific Qualifications or Requirements**

The awarded shall:

1. 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.
2. Cite any previous experience relevant to this project with respects to knowledge and expertise on youth engagement.
3. Cite any previous experience relevant to this project with respect to understanding of mental health programs and services.
4. Have a minimum of five (5) years of experience conducting surveys, focus groups, and/or events with youth.
5. Must be based in Hawaii and provide evidence of being a nonprofit organization registered in the State of Hawaii.
6. Must be available to meet in-person or through web-conferencing with CSHNB.
7. Must issue all payments directly to other vendors and services needed to meet the scope of service identified in the contract.

### **B. Description of Tasks and Responsibilities**

The Bidder shall describe in detail how from April 25, 2025, or upon DOH FHSD approval, through April 20, 2026, it will facilitate the planning and delivery of a survey to youth, focus groups with youth, and a mini-conference or gathering of youth.

1. Collaborate with key representatives from DOH to ensure tasks and timelines are executed effectively.
2. Convene a planning team with key stakeholders to develop and implement a survey for youth on mental health programs and services, design and implement focus group sessions with youth, and provide incentives to increase engagement in activities.
3. Coordinator shall meet with the planning team to assist with the following for a youth summit:

- i. Coordinator will identify possible venues and with the approval of DOH, reserve the facility and coordinate hospitality services for speakers and attendees to ensure a successful event
    - ii. Support participant engagement including providing air and ground transportation for attendees.
    - iii. Support keynote and breakout speakers and facilitators by assisting with securing travel and accommodations for the event.
    - iv. Convene a planning team to collaborate on event goals, objectives, agenda, and identify key speakers and breakouts.
4. Assist with publicity, registration, and pre-event planning.
5. Provide on-site support assistance such as
  - i. Overseeing on-site logistics, including event setup, vendor coordination and participant support.
  - ii. Coordinate technology setup and room arrangements as needed.
  - iii. Be available during the event to address any issues or concerns that may arise.
6. Design and execute meeting evaluation and provide certification of attendance to participants.
7. Produce report with documentation of survey findings, focus group discussions, and summit outcomes with recommendations for next steps.

### **C. Period of Performance**

The period of performance is from April 25, 2025, to April 20, 2026.

Reports and Evaluation Requirements:

The Awarded Contractor shall follow report due dates, in the format provided by the DOH CSHNB:

1. Meet with DOH CSHNB and submit quarterly reports to document activities and deliverables of this contract.
2. A final report is required no later than one month from the end of the contract period, which shall include, at a minimum documentation of events and participants, summary of participant surveys and focus groups, and recommendations for next steps.

## **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 April 25, 2025, and concluding by April 20, 2026.
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 two invoices: (1) one-half of the awarded amount shall be invoiced upon completion of an agreed-upon detailed workplan and timeline; (2) the second half of the awarded amount shall be invoiced after the completion of all deliverables. The final invoice must be submitted by April 20, 2026. 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**

| <b>Year</b> | <b>Tasks and Responsibilities</b><br>(April 25, 2025 to April 20, 2026) | <b>Amount (\$)</b> |
|-------------|---|--------------------|
|             |   |                    |
|             | Sub Total   |                    |
|             | Hawaii GET  |                    |
|             | Total   |                    |
|             | HlePRO Vendor Compliance fee (.75%)                                     |                    |
|             | <b>Total</b>  |                    |