

## **Cubicles Purchase and Installation at Windward ECSP Scope of Services**

### **I. Introduction**

#### **A. Overview and Purpose**

The Hawai'i State Department of Health (HDOH) Family Health Services Division (FHSD)/Early Intervention Section (EIS) seeks a qualified vendor to install cubicle workspaces at the Windward Health Center for EIS staff.

The purpose of this project is to provide workspaces to accommodate the staff in the Developmental Services Unit (DSU) assigned to the program with upcoming Re-Org.

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

The goal of this project is to optimize workstations for staff assigned to the respective geographic area.

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

The Developmental Services Unit (DSU) functions within in the Early Intervention Section (EIS), Children with Special Health Needs Branch (CSHNB), Family Health Services Division (FHSD). The EIS is responsible for the implementation of Part C of the Individuals with Disabilities Education Act (IDEA), the Hawaii Early Intervention Policies and Procedures, and any relevant Hawaii Revised Statutes which includes the identification and provision of services for infants and toddlers birth to three years of age, hereinafter referred to as "children," with special needs.

The DSU adheres to the relevant laws, EIS procedural guidelines, and guidance documents when providing family centered, culturally sensitive, and evidence based early intervention (EI) services and supports to children with special needs and their families in natural learning environments.

### **II. Scope of Services**

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

The Bidder shall describe in detail how from May 1, 2025, or upon DOH FHSD approval, through April 30, 2026, it will provide the following:

1. Design cubicle workstations based upon proposed floor plan for each location.
2. Provide an estimate of proposed equipment and work.

3. Upon award, install workstations according to agreement.

**B. Period of Performance**

The period of performance is from May 1, 2025 to April 30, 2026.

**C. 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 a summary of participants, evaluation results, and recommendations for follow up or future conferences.

**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.

**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 May 1, 2025 and concluding by April 30, 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 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 statewide stakeholder meeting; (3) final one-third of the awarded amount shall be invoiced after the completion of all deliverables. The final invoice must be submitted by April 29, 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 (May 1, 2025 to April 30, 2026)	Amount (\$)
05/01/25 to 04/30/26	<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> <ol style="list-style-type: none"> <li>1. Design cubicle workstations based upon proposed floor plan for each location.</li> <li>2. Provide an estimate of proposed equipment and work.</li> <li>3. Upon award, install workstations according to agreement.</li> </ol>	
	Sub Total	
	Hawaii GET	
	Sub Total	
	<b>Total</b>	