

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

Self-Care and Resilience Training

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 focuses on promoting positive mental health supports and services for children and families.

Project LAUNCH (Linking Actions for Unmet Needs in Children’s Health) is a federally funded program dedicated to promoting the wellness of young children from birth through eight years of age. It defines wellness as a state of positive physical, emotional, social, and behavioral health. The program’s goal is to identify and address mental and behavioral concerns early, preventing them from developing into serious emotional disturbances. Project LAUNCH places a strong emphasis on supporting the adults who care for these young children—healthcare providers, parents and caregivers, and child care providers.

Project LAUNCH focuses on promoting the wellness of young children and their families by addressing mental health, physical health, and social-emotional development. A key component of this effort is supporting the well-being of the workforce and community partners who deliver these critical services. Training on Self-Care and Resilience is essential as those working with young children and families, particularly in high-stress environments, are at risk of burnout and secondary trauma. Training equips them with tools to manage stress and maintain emotional balance. Building resilience in staff and community partners supports staff retention, program sustainability, and continuity of care, all essential elements for successful mental health efforts.

Project LAUNCH promotes a holistic approach to wellness that extends to providers. Supporting the mental and emotional health of providers directly aligns with the project’s mission to promote the wellness of all children and families. The focus of this project is to find a community-based organization to provide “Self-Care and Resilience Trainings and Supports” to Project LAUNCH staff and partners.

B. Description of the Service Goals

The goal of training staff and partners on self-care and resilience is to equip them with the knowledge and practical strategies they need to maintain their own well-being, manage stress, and sustain their effectiveness in supporting children and families. The following objectives are related to the goal of this project:

1. **Promote Staff Well-Being:** to help staff and partners recognize the importance of self-care and develop personalized strategies to manage stress and maintain emotional and physical health.
2. **Enhance Resilience:** to strengthen participants' capacity to adapt to challenges, recover from setbacks, and maintain a positive outlook, even in difficult circumstances.
3. **Prevent Burnout and Compassion Fatigue:** to provide tools and practices to reduce the risk of burnout and secondary trauma that can arise from working in high-stress or emotionally demanding roles.
4. **Improve Service Quality:** to support staff in providing high-quality, compassionate care to children and families by ensuring they themselves are balanced and well-supported.
5. **Foster a Culture of Wellness:** to encourage a work environment that values and prioritizes self-care and resilience as essential parts of delivering effective services.
6. **Sustain Workforce and Program Impact:** to ensure that staff and partners can continue to serve children and families over the long term, contributing to program sustainability and improved outcomes.

C. Description of the Target Population to be Served

Department of Health Project LAUNCH Staff and Partners statewide.

D. Geographic Coverage of Service

The geographic coverage of service is statewide.

II. Service Specifications

A. Specific Qualifications or Requirements

The awarded vendor:

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 verifiable relevant experience for the last three (3) years in providing training, technical assistance on self-care and resilience to state agencies in Hawaii.
3. Must have experience in professional development for trauma-informed care and knowledge of participatory and culturally responsive learning.
4. Must be based in Hawaii and provide evidence of being a nonprofit organization registered in the State of Hawaii.
5. Must be available to meet in-person or through web-conferencing with CSHNB.
6. 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 June 16, 2025, through June 13, 2026, implementing the Care Coordination Training Plan. Contractor shall:

1. Collaborate with key representatives from DOH to ensure tasks and timelines are executed effectively.
2. Develop a framework for Self-Care and Resilience
3. Develop a curriculum for training on Self-Care and Resilience.
4. Provide training and technical assistance to DOH staff and partners statewide.
5. Provide three-month check-ins with Project LAUNCH staff and training participants to assess outcomes of the training.
6. Develop tools to measure self-care and resilience.
7. Work with DOH LAUNCH staff to identify training evaluation and measures.
8. Collect data on quantity and quality of training, follow-up with trainees, and overall effectiveness of the trainings.
9. Produce report with documentation of findings that includes concerns, challenges, and successes of these activities with recommendations for future trainings.

C. Period of Performance

The period of performance is from June 16, 2025, to June 13, 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 findings and evaluations, and recommendations for next steps.

IV. Compensation and Payment

1. 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 June 16, 2025, and concluding by June 13, 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.

2. 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 deliverables. The final invoice must be submitted by June 13, 2026. See Cost and Timeline Proposal.

3. Form of Payment

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

4. 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.

5. 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

Timeline	Tasks and Responsibilities	Amount (\$)
June 16, 2025 through June 13, 2026	<ol style="list-style-type: none"> 1. Collaborate with DOH to ensure tasks and timelines are executed. 2. Develop framework for Self-Care and Resilience. 3. Develop curriculum for Self-Care and Resilience Training. 4. Provide Training and technical assistance. 5. Provide three-month check-ins with trainees. 6. Develop tools to measure self-care and resilience. 7. Work with DOH on training evaluation. 8. Collect data on training. 9. Produce report with documentation of findings 	
	Sub Total	
	Hawaii GET	
	Total	
	HlePRO Vendor Compliance fee (.75%)	
	Total	