

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

Engagement in Health Programs

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) focuses on promoting positive supports and services for children and youth with special health needs and families. The FHSD Maternal and Child Health Branch (MCHB) administers a statewide system of services to reduce health disparities for women, children, and families in Hawaii.

FHSD seeks to enhance youth engagement across its programs. The intent is to ensure that policies, procedures, and services reflect the experiences and priorities of youth and young adults, particularly those impacted by public health systems.

The purpose of this project is to create meaningful opportunities for youth to inform and influence the development, implementation, and evaluation of programs and services delivered by FHSD and its partners.

B. Description of the Service Goals

The selected contractor will work in collaboration with FHSD/CSHNB/MCHB staff to support the following goals and deliverables:

1. Plan, coordinate, and secure a venue for an in-person, two-day youth engagement planning meeting with FHSD staff and partners to draft an implementation plan outlining strategies for meaningful youth involvement across FHSD programs.
2. Plan, coordinate, and secure a venue for an in-person, all-day meeting with partners to develop a youth advisory board for FHSD.
3. Provide logistical coordination and travel support for participants, trainers, and facilitators to attend meetings, workshops, or conferences.
4. Support at least two youth in attending and participating in meetings or conferences, to include travel coordination, adult supervision (as needed), and access to necessary materials or supports.

5. Plan and implement virtual and in-person engagement activities. These may include workshops, presentations, or informational sessions to increase awareness and participation among youth and relevant community partners.
6. Create and provide educational materials that support youth engagement and learning objectives.

C. Description of the Target Population to be Served

Department of Health FHSD Staff, partners, and youth, 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 youth and young adults to state agencies in Hawaii.
3. Must have experience in professional development for implementation planning, project development and monitoring, 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, they will implement the FHSD youth engagement plan. Contractor shall:

1. Participate in regular coordination meetings with project leads to ensure tasks and timelines are executed effectively.

2. Develop a comprehensive framework for youth engagement tailored to FHSD programs.
3. Develop a detailed implementation plan that outlines strategies, timelines, and best practices for integrating youth voice into FHSD's policy and programmatic efforts.
4. Deliver training and technical assistance to FHSD staff and partner organizations statewide on effective youth engagement practices.
5. Conduct three-month check-ins with FHSD staff and partners to assess outcomes of the training sessions and monitor progress on the youth engagement implementation plan.
6. Develop tools to measure the level and quality of youth engagement over time.
7. Collect both quantitative and qualitative data on the number and quality of trainings delivered, engagement levels of participants, follow-up outcomes, and overall effectiveness of youth engagement strategies.
8. Produce a final report that documents findings that includes concerns, challenges, and successes of these activities with recommendations for future trainings and planning.

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 youth engagement. 3. Develop implementation plan. 4. Provide Training and technical assistance on effective youth engagement strategies. 5. Provide three-month check-ins with trainees. 6. Develop tools to measure youth engagement. 7. Work with DOH on training evaluation. 8. Collect data on youth engagement. 9. Produce report with documentation of findings. 	
	Sub Total	
	Hawaii GET	
	Total	
	HlePRO Vendor Compliance fee (.75%)	
	Total	