

Support for Early Childhood Conferences to Disseminate Information on Trauma Informed Care

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), implements the SAMHSA-funded Project LAUNCH to strengthen mental health support and services for young children and their families.

Project LAUNCH (Linking Actions for Unmet Needs in Children's Health) is a federal initiative that promotes the wellness of children from birth to eight years old. A key component of the project is enhancing the capacity of adult caregivers, including child care providers, to foster healthy social and emotional development, prevent mental, emotional, and behavioral challenges, and identify concerns early before they escalate into more significant difficulties.

To support this work, Project LAUNCH seeks a qualified community-based nonprofit organization with demonstrated experience collaborating with child care providers to coordinate early childhood conferences or convenings on Oahu, Maui, and Kauai. These conferences serve as an important venue for broadly disseminating information on trauma-informed care and related best practices.

The purpose of this project is to support existing conferences or convenings for child care providers with the intent to increase awareness and understanding of trauma-informed care, and to ensure providers have access to current, evidence-informed information that strengthens their work with young children and families.

B. Description of the Service Goals

The service goals of this project are to:

- **Increase Child Care Providers' Knowledge of Trauma-Informed Care:** Support conferences and convenings that expand providers' understanding of trauma-informed principles, early childhood mental health, and culturally responsive caregiving practices.
- **Build Capacity to Promote Social and Emotional Development:** Strengthen the skills of child care providers to foster positive social-emotional

development in children ages birth to eight through evidence-informed strategies introduced at the conferences.

- **Enhance Caregiver Confidence and Competency:** Provide high-quality learning opportunities that help child care providers feel more confident addressing trauma-related needs and supporting children's emotional well-being in daily practice.
- **Promote Consistency and Quality Across Islands:** Ensure Oahu, Maui, and Kauai providers have equitable access to trauma-informed training and information through coordinated, high-quality conference events.

C. Description of the Target Population to be Served

The target population for this project is child care providers across the State of Hawaii who serve young children from birth through eight years of age. This includes licensed center-based programs, family child care homes, and other early childhood settings that provide direct care, supervision, and early care and learning experiences for young children.

D. Geographic Coverage of Service

The conferences and/or convenings will be conducted on Oahu, Maui, and Kauai and open to child care providers statewide.

II. Scope of Services

A. Specifications and Requirements

The Bidder shall describe in detail how each of the following will be planned and implemented:

1. Organize and plan early childhood conferences or convenings on Oahu, Maui, and Kauai for child care providers.
2. Support the dissemination of information on trauma informed care by coordinating speakers, presentations, and/or resource tables that highlight trauma informed practices.
3. Assist with conference publicity, participant registration, and all pre-conference planning activities.
4. Provide follow-up support to child care providers, including distribution of resources or addressing identified needs that emerge from the conferences or convenings.
5. Submit a report that includes the dates and locations of each conference or convening along with the total number of participants with recommendations for future conferences or convenings.

B. Period of Performance

The performance period is from April 15, 2026, through September 29, 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 updates 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 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, and show evidence of the knowledge, skills, and experience necessary to deliver the proposed services.
- B. Have a minimum of five years of relevant experience conducting early childhood conferences for child care providers.
- C. Demonstrate knowledge and experience working with child care providers including knowledge of the administrative rules and licensing regulations for child care providers in Hawaii.
- D. Have at least five years of experience working with a variety of Hawaii state agencies and early childhood stakeholders.
- E. Must provide evidence of being a nonprofit organization registered as a vendor in the State of Hawaii.
- F. Must be available to meet in-person with CSHNB Project LAUNCH staff.

IV. Compensation and Payment

A. Submitting a Proposal

1. Submit a proposal on how the bidder will meet the requirements outlined in Section II. Scope and Services, Section A. Specifications and Requirements.
2. Include in the proposal an explanation of how the bidder meets the requirements outlined in Section III, Experience of Capability.

3. Complete the attached Cost and Timeline Proposal and submit as part of the Bidder's response to this solicitation.
4. For technical assistance with HlePRO, please call the Hawaii Information Consortium at 808-695-4620 or send an email to hiepro@hawaii.gov.

B. Procedure for Invoicing

The awarded vendor shall submit one final invoice upon completion of activities. The final invoice must be submitted by October 29, 2026.

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	Amount (\$)
April 15, 2026, through September 29, 2026	<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"> 1. Organize and plan early childhood conferences or convenings on Oahu, Maui, and Kauai for child care providers. 	
	<ol style="list-style-type: none"> 2. Support the dissemination of information on trauma informed care by coordinating speakers, presentations, and/or resource tables that highlight trauma informed practices. 	
	<ol style="list-style-type: none"> 3. Assist with publicity, registration, and pre-conference planning. 	
	<ol style="list-style-type: none"> 4. Provide follow-up support to child care providers, including distribution of resources or addressing identified needs that emerge from conferences or convenings. 	
	<ol style="list-style-type: none"> 5. Submit a report that includes information about conferences or convenings dates and locations and number of participants. 	
	Total	

CONTRACTOR must issue all payments directly to other vendors and services needed to meet the scope of service identified in the contract.