

Strategic Planning Implementation Meeting for Children with Special Health Needs

Scope of Services

I. Introduction

A. Overview and Purpose

The Hawaii State Department of Health (DOH) Family Health Services Division (FHSD) seeks a CONTRACTOR to coordinate a strategic planning meeting and focus group that will strengthen the partnerships to support children with special health needs.

The DOH, FHSD is working to assure that all children and youth with special health care needs will reach optimal health, growth, and development, by improving access to coordinated system of family-centered health care services and improving outcomes, through systems development, assessment, assurance, education, collaborative partnerships, and family support. The Children with Special Health Needs Branch (CSHNB) promotes family-centered, community-based comprehensive, coordinate care for children and youth with special health care needs from 0-20 years.

The DOH, FHSD seeks a qualified community-based, non-profit organization in Hawaii to design and conduct a strategic plan implementation meeting, coordinate all logistics for the meeting and meeting participants, support logistics and honorarium for speaker(s), support the use of educational materials and information for participants, and report the pre and post meeting evaluation surveys.

B. Description of the Service Goals

The goal of this project is to convene staff and partner organizations from diverse disciplines who provide support and services to Children with Special Health Needs (CSHN). Participants will contribute to and provide input on the current strategic plan for the Children with Special Health Needs Branch (CSHNB) to ensure it is responsive to the needs of CSHN statewide.

The Vendor will develop and implement a Work Plan to ensure progress toward achieving the overall project goals and objectives. The Plan will describe how the Vendor will accomplish the following:

1. Coordinate all logistics for a one-day, in-person meeting of approximately 100 participants, including securing a venue accessible to neighboring island participants and arranging meals (continental breakfast, lunch, and snacks).
2. Provide support for keynote and breakout session speakers, including honoraria, travel, and transportation arrangements as needed.

3. Identify and provide educational materials to enhance participant engagement and support knowledge acquisition.
4. Design, administer, and analyze evaluation surveys to assess the extent to which meeting objectives are achieved.

II. Scope of Services

A. Specifications and Requirements

The Bidder shall describe in detail how from May 15, 2026, or upon DOH FHSD approval, through May 10, 2027, it will provide the following:

B. Period of Performance

1. Develop a Work Plan that outlines the objectives listed in the B. Description of the Service Goals and required activities below.
2. Organize and execute a planning meeting for the CSHNB staff. CONTRACTOR must provide in person assistance during the strategic planning meeting and focus group discussions.
 - a. Develop a meeting agenda with CSHNB.
 - b. Research and secure a meeting venue that is within budget and convenient for neighbor island participants.
 - c. Suggest designs for a Plenary session to present the work of the CSHNB.
 - d. Suggest and support keynote speakers or breakout speakers.
 - e. Suggest and support Group activity for multidisciplinary teams to raise, discuss, and note priorities and opportunities for new, developing, or improved programs/activities
3. Identify and secure educational materials to support participant engagement.
4. Coordinate registration and pre-meeting survey of participants.
 - a. CONTRACTOR must deploy, collect, analyze and report the registration and pre-meeting surveys,
 - b. The data from the registration will be needed to coordinate travel logistics. The results of the pre-meeting survey will be used to design meaningful focus group discussion questions and identify priorities and areas of concerns among the meeting participants.
 - c. The registration and pre-meeting surveys must be specified in a timeline of events within the Work Plan.
5. Design and execute meeting evaluation(s).
 - a. Digital surveys must be linked to the original online registration for the attendees.

- b. An overall meeting evaluation at the conclusion of the event must be submitted. Evaluation must include recommendations for follow up with participants.
6. CONTRACTOR must issue all payments directly to other vendors and services needed to meet the scope of service identified in the contract.

The period of performance is from May 15, 2026, to May 10, 2027.

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, and experience relating to the delivery of the proposed services.
- B. Cite any previous experience relevant to this project with respect to conducting strategic planning sessions and/or meetings with an emphasis on Children with Special Health Needs. Include a brief description of the scope of services performed and the period of performance covered by prior work relevant to this proposal.
- C. Have knowledge and experience in working with people of all abilities and the knowledge of providing inclusive accommodation to ensure full participation of all individuals.
- D. Have a minimum of four years of experience working with a variety of Hawaii state agencies.
- E. Have competence and ability to use different tools to communicate and share information with multiple stakeholders.
- F. Shall demonstrate adequate staffing capacity to provide contracted services and deliverables.
- G. Must provide evidence of being a nonprofit organization registered and resides in the State of Hawaii.
- H. Must be available to meet in-person with FHSD.

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 15, 2026, and conclude by May 10, 2027.
- 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.

B. Procedure for Invoicing

The awarded vendor shall submit third 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 May 10, 2027. 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 for paying 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 15, 2026, to May 10, 2027)	Amount (\$)
05/15/2026-5/10/2027	<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> <ul style="list-style-type: none"> • Develop a Work Plan that outlines the objectives listed in the B. Description of the Service Goals and required activities. • Organize and execute a strategic planning implementation meeting. • Provide support for keynote and breakout session speakers. • Identify and provide educational materials for participant engagement. • Design and execute meeting evaluation(s). • CONTRACTOR must issue all payments directly to other vendors and services needed to meet the scope of service identified in the contract. 	
	Sub Total	
	Hawaii GET	
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	Total	