

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

**Project LAUNCH Training and Support**

**Scope of Services**

**I. Introduction**

**A. Overview and Purpose**

The Hawaii State Department of Health (DOH) Family Health Services Division (FHSD) and its Children with Special Health Needs Branch (CSHNB) are dedicated to ensuring that all children and youth, especially those with special health care needs, achieve optimal health, growth, and development. This is accomplished by enhancing access to a well-coordinated, family-centered health care system and improving outcomes through system development, assessment, education, collaborative partnerships, and family support.

As part of these efforts, Project LAUNCH focuses on promoting positive mental health support and services for children and families. Project LAUNCH is a federally funded program to support young child wellness through training providers and families, conducting screening and referrals and promoting infant and early childhood mental health.

This project aims to support Project LAUNCH activities to support those who work with children birth through age eight including child care providers, healthcare providers and families. CSHNB is seeking a qualified Hawaii-based provider with experience supporting young child wellness through training, screenings and referrals, and infant and early childhood mental health promotion.

**B. Description of the Service Goals**

The goal of this project is to support activities for Project LAUNCH to meet their deliverables around a coordinated intake and referral system for screening and referrals for developmental and mental health concerns; conducting training and workshops for families, healthcare providers, and child care providers; and promoting an understanding of infant and early childhood mental health. The contractor will be responsible for working with Project LAUNCH staff to ensure activities will support young child wellness.

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

The target population to be served is providers and communities working with Project LAUNCH statewide.

## **D. Geographic Coverage of Service**

The geographic coverage of service is statewide.

## **II. Service Specifications**

### **A. Specific Qualifications or Requirements**

The awarded shall:

1. 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. Have experience working with trainers who can deliver training that engages community members, providers and families.
3. Understand the complexities of screenings and referrals and the necessary follow up needed to support families.
4. Have a minimum of three (3) years of experience supporting Department of Health (DOH) programs and services.
5. Must be based in Hawaii and provide evidence of being a nonprofit organization registered in the State of Hawaii.
6. Must be available to meet in-person or through web-conferencing with CSHNB.
7. 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 May 18, 2026, or upon DOH FHSD approval, through September 29, 2026, it will provide support to Project LAUNCH staff to ensure it supports young child wellness.

1. Collaborate with key representatives from DOH to ensure tasks and timelines are executed effectively.
2. Work with community partners to support a Coordinated Intake and Referral System that includes developmental and mental health screenings and referrals.
3. Work with trainers to provide training and/or workshops for families, healthcare providers, and child care providers on mental health and child development topics.
4. Work with those who have knowledge of infant and early childhood mental health to help support child care providers' understanding of the topic and its application to their profession.

5. Produce report with documentation of LAUNCH activities and support with recommendations for next steps.

### **C. Period of Performance**

The period of performance is from May 18, 2026 to September 29, 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 activities, and recommendations for next steps.

## **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 18, 2026, and conclude by September 29, 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 one final invoice after the completion deliverables. The final invoice must be submitted by October 29, 2026.

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**

Timeline	Tasks and Responsibilities	Amount (\$)
May 18, 2026, thru September 29, 2026		
	Sub Total	
	Hawaii GET	
	Total	
	HlePRO Vendor Compliance fee (.75%)	
	<b>Total</b>	