

SCOPE OF SERVICES AND INSTRUCTIONS

I. PROJECT NAME

Needs Assessment and Strategic Planning for Hepatitis B Elimination in Hawai'i

II. PROJECT DESCRIPTION

- A. The "VENDOR" and the Hawai'i Department of Health ("HDOH") seek to improve prevention, screening, management, and treatment capacity for hepatitis B virus (HBV) in the state of Hawai'i
- B. VENDOR provides **overall planning, coordination, and implementation** of a collaborative needs assessment and strategic planning process, in partnership with HDOH and community providers.
- C. The time frame for the project is June 1, 2026 to December 31, 2026.

III. MINIMUM QUALIFICATIONS

- A. VENDOR must provide a narrative (no more than 1 page) detailing at least two years of experience with strategic planning and needs assessments related to viral hepatitis;
- B. VENDOR must provide at least one letter of support from partner confirming experience working with Hawai'i organizations.

IV. HDOH ACTIVITIES

- A. In the area of **technical assistance**, HDOH shall:
 - 1. provide subject matter expertise on viral hepatitis epidemiology, disease progression, and public health best practice;
 - 2. provide updates on similar engagement projects to inform and guide implementation.
- B. In the area of **collaboration**, HDOH shall connect VENDOR to relevant providers, partners, and community partners to accomplish Activities listed in Section V, below, and support scheduling and coordination of meetings.

V. VENDOR ACTIVITIES

- A. In the area of **strategy assessment**, VENDOR shall:
 - 1. identify and consult with HDOH and relevant partners, which may include clinicians, community-based organizations working with the target population, and epidemiologists;
 - 2. convene and document at least 2 meetings with HDOH to plan and implement HBV strategic planning by July 2026;
 - 3. conduct and summarize at least 3 interviews with key partners to inform HBV strategy by July 2026;
 - 4. develop and present slide deck summary of initial findings on HBV capacity in Hawai'i by July 2026.

- B. In the area of **strategy development**, VENDOR shall:
 - 1. identify and recruit planning committee members for HBV strategy development;
 - 2. plan, facilitate, and summarize in-person HBV strategy meeting in July 2026, including development of agenda, attendee list, presentation slides, and group activities; ;
 - 3. plan, facilitate, and summarize at least 2 collaborative follow-up virtual meetings with HDOH and community partners from August to October 2026.

- C. In the area of **strategic plan**, VENDOR shall:
 - 1. develop and present draft HBV strategy and process summary, including planning process, participant attendance, recommendations to HDOH, and other relevant findings by November 2026;
 - 2. coordinate at least 1 virtual feedback meeting on draft HBV strategy by December 2026;
 - 3. present final HBV strategy, including 1-page executive summary, to HDOH and community partners by December 2026.

VI. **PROGRESS OF WORK**

Upon verbal or written request, VENDOR shall provide HDOH with a status report on the progress of work within twenty (20) working days. As deemed necessary, HDOH may hold project status meetings in which VENDOR shall participate.

VII. **APPLICATION**

In addition to HIEPRO solicitation requirements, bidders shall attach the following:

- a. Narrative detailing at least two years of experience with strategic planning and needs assessments related to viral hepatitis;
- b. Letter of support from partner confirming experience working with Hawai'i organizations.

Additional documentation may be included as attachments to the proposal.

VIII. **Compensation and Payment**

A. Submitting a Bid

Submit proposed for **all** line items listed in the solicitation.

Awarded Vendor shall be equipped to accept purchase orders and checks as forms of payment.

B. Procedure for Invoicing

Awarded Vendor shall submit invoices based upon providing a narrative of the deliverables. Final invoice must be submitted by December 31, 2026.

C. Fee to Hawaii Information Consortium (HIC)

Be advised that Awarded Vendor will be responsible to pay HIC a fee of 0.75% of the award, capped at \$5,000.00. HIC will bill the vendor directly via e-mail and the vendor can make payment online or by sending a check via regular mail.

D. Hawaii Compliance Express

Vendor must demonstrate proof of compliance for all awards of \$2,500 or greater. This includes a Certificate of Good Standing from Department of Commerce and Consumer Affairs, Tax Clearance from the Department of Taxation, and Compliance with HRS Chapter 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. For most efficient and timely processing, please register now on Hawaii Compliance Express for a fee of \$12.00 per year at <https://vendors.ehawaii.gov/hce/splash/welcome.html>. For assistance with HCE registrations, please call the Hawaii Information Consortium at 808-695-4620.