

Statewide Conference for Midwives and Perinatal Health Care Providers

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) is working to assure that all children and youth with or at risk of special health care needs will reach optimal health, growth, and development, by improving access to a coordinated system of family-centered health care services and improving outcomes, through systems development, assessment, assurance, education, collaborative partnerships, and family support.

The Hawaii Genomics Section within CSHNB oversees and supports statewide genetic and genomic health initiatives. It provides public education and professional technical assistance, coordinates genetics-related activities, and administers state and federal grant-funded programs

Hawai'i's midwifery system integrates professional regulation, cultural competency, and diverse birth settings, allowing families access to personalized maternity care reflective of local values and needs.

The Genomics Section seeks a qualified community-based, non-profit with proven experience supporting midwives and perinatal health care providers to coordinate a statewide conference on Oahu that will support up to 120 attendees. This conference will offer providers the opportunity to stay current with research, best practices, and policy updates, while fostering networking with peers, state agencies, and community services. The goal is to strengthen midwifery and perinatal healthcare practices across the state.

B. Description of the Service Goals

The goal of this project is to bring together midwives and perinatal health care providers from across the state who care for pregnant individuals during pregnancy, childbirth, and the postpartum period. This conference will provide midwives and perinatal providers with the opportunity to receive updates from state departments and agencies, while enhancing their knowledge, skills, and attitudes related to early childhood development.

C. Description of the Target Population to be Served

Midwives are trained health professionals who provide comprehensive care to individuals during pregnancy, childbirth, and the postpartum period. They work in a variety of settings including hospitals, community clinics, birthing centers, and

private practices. This population typically includes certified midwives, certified nurse-midwives, and other credentialed providers who focus on safe, holistic, and person-centered maternity care.

D. Geographic Coverage of Service

The conference will be conducted on Oahu and travel arrangements will be available for midwives and perinatal 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 execute a conference on Oahu for approximately 120 midwives and perinatal healthcare providers. CONTRACTOR will be responsible for reserving the venue and coordinating the food (continental breakfast, lunch, snacks, beverages) for speakers and attendees. CONTRACTOR must provide in person assistance during the conference including set up, coordination with venue staff, and break down.
2. Assist participants and speakers with transportation and travel arrangements to Oahu.
3. Assist with publicity, registration, and pre-conference planning.
4. Support providers with educational incentives at the conference and follow-up resources or identified needs that arise from the conference.
5. Design and execute meeting evaluation and provide certification of attendance to participants:
 - a. Certificates of Attendance at the conference must be provided to the participants in compliance with professional development credits.
 - b. Digital or paper surveys must be provided for participants to evaluate the conference.
 - c. An overall evaluation at the conclusion of the event must be submitted. Evaluation must include recommendations for follow-up with participants.
6. Issue all payments directly to other vendors and services needed to meet the scope of service identified in the contract.

B. Period of Performance

The period of performance is from June 15, 2026, to 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 final report 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, evaluation results, 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, as well as demonstrate the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services.
- B. Cite any previous experience relevant to this project with respect to conducting statewide conferences for large audiences. Include a brief description of the scope of services performed and the period of performance covered by prior work relevant to this proposal.
- C. Cite any previous experience relevant to this project with respect to understanding the needs and concerns of midwives and perinatal healthcare providers.
- D. Have procedures for intra-state and out-of-state travel reimbursement.
- E. Must have a minimum of five years of experience working with a variety of Hawaii state agencies.
- F. Must provide evidence of being a nonprofit organization registered as a vendor in the State of Hawaii and who resides in the State of Hawaii.
- G. Must be available to meet in-person with CSHNB.

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 June 15, 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.

B. Procedure for Invoicing

The awarded vendor shall submit one final invoice after the completion of all deliverables. 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 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. **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 June 15, 2026 – September 29, 2026	Amount (\$)
5/15/2026-9/29/2026	<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 execute a conference for approximately 120 midwives and perinatal health care providers. 2. Assist participants and speakers with transportation and travel arrangements to Oahu. 3. Assist with publicity, registration, and pre-conference planning. 4. Support midwives and perinatal providers with educational incentives and resources as a follow-up from conference. 5. Design and execute meeting evaluation and provide certification of attendance to participants. 6. 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	
	Total	