

PURCHASE OF SERVICES
INFANT AND TODDLER DEVELOPMENTAL
EVALUATION TOOL

NOTICE TO ALL OFFERORS

This is a 103D Competitive Sealed Bid
HlePRO Solicitation

INVITATION FOR BIDS
NO. IFB-27-001-EIS

Procurement Officer
State Procurement Office
State of Hawaii
Honolulu, HI 96813

Dear prospective vendor:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring that his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

Sole Proprietor Partnership *Corporation Joint Venture
 Other _____
*State of Incorporation _____

Hawaii General Excise Tax License I.D. No. _____

Payment address (other than street address below): _____
City, State, Zip Code: _____

Business address (street address): _____
City, State, Zip Code: _____

Respectfully submitted:

Date: _____ (x) _____
Authorized (Original) Signature

Name and Title (Please Type or Print)

Telephone No.: _____ Fax No.: _____

E-mail Address: _____ ** _____
Exact Legal Name of Company (Offeror)

**If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

The following offer is hereby submitted to fulfill the requirements stated in this solicitation:

System Requirement Documentation and Proposed Project Planning

Please indicate exact brand(s) and manufacturer name(s) and product model number(s), order number(s) or other identifier(s) of the evaluation platform kits and its components the Bidder proposes to furnish.

Item No.	Deliverables	Units	Cost per Unit	Cost Sub-Total
1	Infant and toddler standard developmental evaluation tool kit (cost includes the cost for drop shipment to Hawaii address).	Based on request by the STATE's EIS, as needed throughout the Contract Term which includes Contract Extension years. Currently no evaluation tool kits are being requested at this time.	\$, per Evaluation Tool Kit	\$
2	Infant and toddler standard developmental evaluation tool kit replacement items (cost includes the cost for drop shipment to Hawaii address).	Based on request by the STATE's EIS, as needed throughout the Contract Term which includes Contract Extension years. Refer to OF-2 Attachment A for current list of replacement items needed.	Include the 1 unit cost per item on the "OF-1 Attachment A" but include total cost in the Cost Sub-Total column.	\$
3	Infant and toddler developmental evaluation tool annual licenses access keys for mobile data solution online platform.	200, per year As needed throughout the Contract Term which includes Contract Extension years total amount may be adjusted.	\$, per Access Key Annual License	\$
4	Infant and toddler standard developmental evaluation tool Electronic Record Forms (ERF) packages (1 Package = 25 Packets).	250 ERF Packages (6,250 ERFs), per year As needed throughout the Contract Term which includes Contract Extension years total amount may be adjusted	\$, per ERF Package	\$
TAX				
Total Cost				

Offeror: _____
Company Name

OFFEROR'S QUALIFICATION FORM

Please complete this form as fully and explicitly as possible to facilitate evaluation of your firm. Use additional sheets and substantiating documents when necessary.

A. Exact Legal Name of Contractor: _____

Street Address

City State Zip Code

Subcontractor Name, if applicable: _____

Street Address

City State Zip Code

Contact Person Name: _____ Cell No.: _____

Telephone No.: _____ Fax No.: _____

E-mail Address: _____

B. Experience and/or Qualifications:

1. The CONTRACTOR shall have a standardized Infant and toddler developmental evaluation tool that can be administer using either a paper protocol and/or through a mobile data solution online platform using a device (e.g. iPad, tablet, laptop) via an Electronic Record Forms (ERF).
2. Experiences conducting custom-order drop shipments of Infant and toddler developmental evaluation tool and replacements items to multiple geographical locations across Hawaii and/or other states in a timely manner.

C. References:

Offeror shall list at least three (3) references for which Offeror has or is performing similar services. The State reserves the right to reject an offer submitted by any Offeror whose performance on other jobs for this type of service has been proven unsatisfactory.

Name of Firm/Agency	Address	Contact Person	Telephone / Email
1.			
2.			
3.			

Offeror: _____
Company Name

SPECIFICATIONS

Background of Early Intervention Services

The Early Intervention Section (EIS) within the State of Hawaii, Department of Health provides early intervention (EI) services for infants and toddlers ages birth to three (3) years with a developmental delay in one (1) or more of the following developmental areas: communication, cognition, fine motor, gross motor, social, self-care/adaptive; and/or have a medical diagnosis that has a high probability of contributing to a developmental delay in any of the areas previously mentioned. EI services provided are mandated under the Individual with Disabilities Education Act (IDEA), Part C and are delivered statewide through eighteen (18) EI Programs (Two (2) State-operated and sixteen (16) Purchase of Service (POS) contracted EI Programs). The EI Programs are required to use a standardized Infant and toddler developmental evaluation tool that measures mastery of developmental milestones in these five (5) developmental areas in order to determine eligibility. Eligibility is based on Hawaii's Developmental Delay which includes five (5) developmental areas (motor, cognition, communication, social-emotional, and adaptive). Currently, EI Program staff are trained in administering the Battelle Developmental Inventory, Third Edition (BDI-3). EI Programs have been utilizing the BDI-3 tool since November 2023 and prior to that using other versions of the BDI (e.g., BDI-2) to determine if a child's eligibility for EI services. The STATE's EIS is in need of CONTRACTOR who is able to provide the Scope of Work below in order for the States EIS's to continue to utilize a standardized Infant and toddler developmental evaluation tool kit.

Scope of Work

The CONTRACTOR shall:

1. Provide standardized Infant and toddler developmental evaluation tool kit including any replacement evaluation tool kit items, as needed to the STATE's EIS EI Programs, which will provide evaluators with standard scores needed to determine a child's eligibility for EI services based on Hawaii's Developmental Delay eligibility. The evaluation tool kit(s) and/or evaluation tool kit replacement items shall be directly drop shipped to the respective EI Program addresses provided by the STATE's EIS. The Infant and toddler standard developmental evaluation tool kit shall:
 - a) Measure global domains from birth to three (3) years of age.
 - b) Include 5 developmental domains (adaptive, cognitive, communication, motor, and social emotional).
 - c) Include sub-domains in the areas of adaptive (self-care and personal responsibility), cognitive (attention and memory, reasoning and academic skills, perception and concepts), communication (receptive and expressive), motor (gross motor, fine motor, perceptual motor), social (adult interaction, peer interaction, self-concept and social role).
 - d) Have the ability to be administered using either a paper protocol and/or through a mobile data solution online platform using a device (e.g. iPad, tablet, laptop) via an Electronic Record Forms (ERF).
 - e) Provide evaluators with a complete assessment, a screening assessment, and an early academic survey for EI childhood assessment.
2. Provide access key licenses for EI Program evaluators to access the mobile data solution online platform and provide the ERFs, as needed throughout the contract period include extensions. The mobile data solution online platform shall:

- a) Have the ability to enter scores on an EFR while the evaluator(s) are in the field with limited and/or no access to internet.
 - b) Have the ability to upload the data (i.e., test items administered directly to the child, interviews) to the platform.
 - c) Allow for electronic scoring to be entered for each domain and sub-domain; which should convert to z-scores and standard scores.
 - d) Have the ability to run and print reports by child and by EI program which includes scores and test item details.
 - e) Have the ability to store child information and test results that can be transferred from one EI program to another should a family/child move to a new geographic location/service areas.
 - f) Have the capability for the report to designate if the child is eligible under Hawaii's eligibility categories (Ineligible, developmentally delayed, developmentally delayed in a subdomain, clinical opinion, biologically at risk, developmentally delayed and biologically at risk, closed/exit/transferred).
 - g) Provide supplemental resources for evaluators and developmental tips to share with families.
3. Allow the quantities of evaluation tool kits, evaluation tool kit replacement items, mobile data solution online platform access key license, and ERF packages shall be adjusted throughout the contract period based on EI Program needs.
4. Deliverables Timelines:

Deliverable	FY27 Deadline	FY28 Deadline	FY29 Deadline	FY30 Deadline	FY31 Deadline
Drop shipment evaluation tool(s), as needed based on the number of tools requested by the STATE's EIS.	As Needed	As Needed	As Needed	As Needed	As Needed
Drop shipment of evaluation tool kit replacement items, as needed based on the number of items requested by the STATE's EIS.	As Needed	As Needed	As Needed	As Needed	As Needed
Provide access key annual licenses to the mobile data solution online platform based on the total number of licenses requested by STATE's EIS, per year.	12/31/26	12/31/2027	12/31/28	12/31/29	12/31/30
Provide the ERFs based on the number of ERFs requested by the STATE's EIS, per year.	12/31/26	12/31/27	12/31/28	12/31/29	12/31/30

POST IMPLEMENTATION SUPPORT

Contact information: Stacy Kong
Early Intervention Section Supervisor

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SPECIAL PROVISIONS

This project is subject to funding availability.

BID CONTACT INFORMATION

Questions regarding this solicitation can be emailed to the contact information below.

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Administrative Specialist

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