

**Hawai‘i State Department of Health  
Disease Intervention Specialist (“DIS”) Training Services**

**SCOPE OF WORK**

**I. Introduction**

The Hawai‘i State Department of Health (“DOH”), Harm Reduction Services Branch (“HRSB”) provides statewide leadership and coordination for the prevention, treatment, care and surveillance of infections transmitted primarily through sexual contact or injection drug use. This goal is facilitated by assuring the accessibility and delivery of client-centered, non-judgmental, and comprehensive services with the spirit of aloha and respect. Disease Intervention Specialists (“DIS”) play a critical role in HRSB services. Public health case investigations by DIS support core public health services by: confirming instances of HRSB state-reportable infections; facilitating and confirming timely treatment of these infections; using instances of confirmed infections to promptly elicit identifying and locating information for others subject to the same infections (case finding, source-spread dynamics); supporting contacts and associates to known infections toward appropriate health evaluation and treatments for themselves, limiting health harms within the community; and working with direct clients and community partners to increase awareness and actions that curtail these infections in Hawai‘i. Recent increases in syphilis infections among women of childbearing age correspond to an increased risk of congenital syphilis, with severe potential pregnancy outcomes, including miscarriage, stillbirth, or death shortly after birth. Congenital syphilis can have impacts on healthy-appearing children weeks to months after birth, causing developmental delays, hearing loss, vision abnormalities, and other neurological impairments. Effective DIS performance improves the quality of life by stopping preventable health harms, diminishing or averting intensive health care interventions, and fostering community collaborations that protect the public health from sexually transmitted infections.

HRSB is requesting proposals from qualified applicants to provide in-person DIS training services to HRSB personnel. Syphilis transmission from mother to infant (congenital syphilis), can be prevented with adequate prenatal care. Because late or no prenatal care is a frequent factor in congenital syphilis cases, and because preventing and treating syphilis before pregnancy can reduce congenital syphilis in the absence of adequate prenatal care, the services requested herein are especially to train DIS in the foundations of effective intervention services to reduce maternal syphilis and congenital syphilis statewide.

## **II. Service Specifications**

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

The Bidder shall:

1. Provide a lead trainer who has a minimum of twenty (20) years of professional public health experience;
2. The lead trainer's public health qualifications must include experience as a DIS, DIS supervisor, STI program manager, or CDC-recognized trainer of DIS, DIS supervisors, and STI program managers;
3. Demonstrate experience training DIS staff from at least 3 public health jurisdictions and delivering curricula in those jurisdictions that match CDC partner services training programs; and
4. Demonstrate the necessary requirements to contract with the DOH.

### **B. Description of Tasks and Responsibilities**

The Bidder shall describe in detail how the following will be accomplished:

5. Provide all required training materials, including slides, handouts, role-play scripts, job aides, and work management guides;
6. Conduct two (2) in-person 3-day training periods on Oahu each for subgroups of approximately four to six (4–6) DIS trainees, minimum five (5) and maximum seven (7) training hours per day for each training period;
7. Following each 3-day training, conduct one (1) supervisory debriefing/training session lasting no more than four (4) hours;
8. Administer pre- and post-training assessments to DIS trainees;
9. Maintain attendance logs for all training sessions;
10. Compile DIS trainee evaluation summaries for review by program administrators and supervisors;
11. Post training, provide for program administrators and supervisors an outline of curriculum content including skills trained, important DIS investigation examples and work practices discussed, and identification of any unresolved training issues;
12. Coordinate with HRSB in the provision of all services; and
13. Provide to HRSB a final report on services provided, with a narrative summarizing successes, challenges, recommendations, and prospective plans for future activities.

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

The period of performance shall begin upon Notice to Proceed. All work must be completed no later than 02/28/2027.

### **III. Compensation and Payment**

#### **A. Submitting a Quote**

1. Submit a quote following the requirements of the scope of work.
2. The quote must describe how the bidder meets II. Service Specifications: A. Specific Qualifications or Requirements, B. Description of Tasks and Responsibilities, and C. Period of Performance.
3. The quote must include a description of the Bidder's invoicing procedure and a statement of the Bidder's ability to receive payment in the form of a purchase order.
4. The quote must include a total cost that does not exceed \$29,999.99.
5. Note: Awarded Vendor shall acknowledge that the State of Hawaii is not liable for any work, contracts, costs, loss of profits, or any damages whatsoever incurred by the Awarded Vendor prior to the purchase order approval.

#### **B. Form of Payment**

Awarded Vendor shall be equipped to accept State purchase order.

#### **C. Procedure for Invoicing**

6. No advance payment shall be made.
7. The final invoice shall be submitted within forty-five (45) days of concluding in-person trainings. Payment will not be processed until all tasks, responsibilities, deliverables, and activities are satisfactorily completed, as determined by HRSB.

#### **D. Fee to NIC Hawaii**

Please be advised that the Awarded Vendor will be responsible to pay NIC Hawaii a fee of 0.75% of the award, capped at \$5,000. NIC will bill the vendor directly via e-mail and the vendor can make payment online or by sending a check via regular mail. For technical assistance with HIePRO, please call NIC Hawaii at 808-695-4620.

## **E. Hawaii Compliance Express**

State agencies can award amounts of \$2,500.00 or greater only to those companies that are registered with Hawaii Compliance Express (HCE). The HCE is an electronic system that allows companies doing business with State or County agencies to quickly and easily obtain proof that they are compliant with applicable laws. The HCE certificate, "Certificate of Vendor Compliance," is submitted in place of a tax clearance, labor certificate, and a Certificate of Good Standing required in Hawaii Revised Statutes (HRS) §103-D-310(c) and Hawaii Administrative Rules (HAR) §3-122-112. For most efficient and timely processing, please register now on Hawaii Compliance Express for a fee of \$12 per year at <https://vendors.ehawaii.gov/hce/splash/welcome.html>. For assistance with HCE registration, please call NIC Hawaii at 808-695-4620.