

State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch

Request for Proposals

RFP No. HTH-CF-100-2027-01

**HAWAII PEER CONNECT:
Statewide Peer-to-Peer Support Services for
Families with Young Children (0–5)**

October 1, 2026

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

October 1, 2026

REQUEST FOR PROPOSALS

HAWAII PEER CONNECT: STATEWIDE PEER-TO-PEER SUPPORT SERVICES FOR FAMILIES WITH YOUNG CHILDREN (0–5) RFP No. HTH-CF-100-2027-01

The Department of Health (DOH), Family Health Services Division (FHSD), Maternal and Child Health Branch (MCHB) oversees a comprehensive statewide system of services aimed at improving the health and well-being of Hawaii’s women, children, and families. MCHB advances core public health functions by fostering partnerships across public and private sectors, strengthening community-based systems of care, and promoting policies that improve maternal and child health outcomes.

Through Act 271, Session Laws of Hawaii 2025, the Legislature appropriated funds to the Department of Health to establish and support peer-to-peer support programs serving families with young children from birth through age five (0–5).

The Department of Health has established the Hawaii Peer Connect initiative to strengthen family support systems across the state by expanding access to structured peer-to-peer support services. These services are designed to connect families with trained peers who have lived experience and who can provide mentorship, guidance, and support while helping families navigate available resources and services.

The DOH is seeking proposals from qualified applicants to serve as the statewide lead entity responsible for coordinating, managing, and implementing Hawaii Peer Connect. The awarded contractor will be responsible for establishing and maintaining a statewide peer support network, including the ability to subcontract with community-based organizations to ensure service availability across the State of Hawaii.

Peer-to-peer support services funded under this initiative are intended to strengthen protective factors among families with young children, reduce isolation, and support families impacted by substance use, child welfare involvement, economic instability, or other challenges that may affect family well-being.

The anticipated contract start date is March 1, 2027, or upon issuance of a Notice to Proceed following completion of all required approvals, whichever is later.

Proposals shall be submitted by one of the following methods:

1. Mailed: Submit four (4) printed/hard copies of the proposal, postmarked by the United States Postal Service (“USPS”) on or before November 3, 2026, and received no later than ten (10) calendar days from the submittal deadline. Please be aware USPS has implemented a procedural change under which the postmark date may reflect the date the mail is processed by USPS rather than the date the

item is deposited by the sender. As a result, mail deposited close to the proposal submission deadline may receive a postmark date later than the actual mailing date. Please allow sufficient mailing time to ensure that USPS processing occurs prior to the submission deadline. In addition to paper copies, a portable USB storage device (e.g. thumb drive, flash drive, jump drive) containing only an electronic PDF copy of the proposal is required. The storage device WILL NOT be returned.

2. Hand-Delivered: Submit four (4) printed/hard copies of the proposal, received no later than 4:30 p.m., Hawai'i Standard Time ("HST"), on November 3, 2026, at the drop-off site designated on the Proposal Mail-In and Delivery Information Sheet. (741-A Sunset Ave. , Honolulu HI, 96816, ATT: Brandon Suzuki) In addition to paper copies, a portable USB storage device (e.g., thumb drive, flash drive, or jump drive) containing only one electronic PDF copy of the proposal is required. The storage device WILL NOT be returned. Proposals postmarked or hand-delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

RFP Orientation Session (Zoom)

The MCHB will conduct a virtual orientation on October 8, 2026, from 10:00 a.m. to 11:30 a.m. HST. All prospective applicants are encouraged to attend the virtual orientation.

Date: October 8, 2026

Time: 10:00 a.m. – 11:30 a.m. (HST)

Join Zoom Meeting:

<https://zoom.us/j/95961196290?pwd=aSrQewhMsbi9CVADGhsDSEsjisHiwD.1>

WRITTEN QUESTIONS DEADLINE

Written questions, comments, suggestions, and other feedback must be submitted to the MCHB no later than 4:30 p.m. (HST) on October 15, 2026, by email to brandon.suzuki@doh.hawaii.gov or by mail to the address listed below.

All written questions will receive a written response from the State on or about October 22, 2026.

CONTACT

Any inquiries and requests regarding this RFP should be directed to:

Name: Mr. Brandon Suzuki

741-A Sunset Avenue

Honolulu, Hawaii 96816

Phone: (808) 733-9027

Email: brandon.suzuki@doh.hawaii.gov

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF PRINT/HARD COPIES TO BE SUBMITTED: 4

ELECTRONIC FILE in PDF format: 1

File name: [Organization] HTH-CF-100-2027-01

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN November 3, 2026, and received by the state purchasing agency no later than 10 days from the submittal deadline.

ALL MAIL-INS

Hawaii State Department of Health
Maternal and Child Health Branch
Attn: Brandon Suzuki
741-A Sunset Avenue
Honolulu, Hawaii 96816

DOH RFP COORDINATOR

Brandon Suzuki
Office: (808) 733-9027
Email: brandon.suzuki@doh.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT 741A Sunset Ave. Honolulu, HI, 96816 4:30 P.M., Hawai'i Standard Time (HST), November 3, 2026. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries after this deadline will not be accepted.

DROP-OFF SITES

Hawaii State Department of Health
Maternal and Child Health Branch
Attn: Brandon Suzuki
741-A Sunset Avenue, Room 102
Honolulu, Hawaii 96816

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Section 1

Administrative Overview

Section 1 Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule may be shifted as necessary. The March 1, 2027 contract start date is anticipated and is contingent upon completion of all required approvals and issuance of a Notice to Proceed. No work shall begin and no costs shall be incurred before the official contract commencement date.

Activity	Scheduled Date
Public notice announcing Request for Proposals (RFP)	October 1, 2026
Distribution of RFP	October 1– November 3, 2026
RFP orientation session	October 8, 2026
Closing date for submission of written questions for written responses	October 15, 2026
State purchasing agency's response to applicants' written questions	October 22, 2026
Discussion with applicant prior to proposal submittal deadline (optional)	October 22, 2026
Proposal submittal deadline	November 3, 2026
Discussions with applicant after proposal submittal deadline (optional)	-----
Final revised proposals (optional)	-----
Proposal evaluation period	November 9– November 17, 2026
Provider selection	November 18, 2026
Notice of statement of findings and decision	November 20, 2026
Anticipated contract start date / Notice to Proceed	March 1, 2027, or later upon completion of required approvals

1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/
2 RFP website	http://hawaii.gov/spo2/health/rfp103f/
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov Click on the “References” tab.
4. Department of Accounting and General Services, Hawaii Administrative Rules Chapter 3-141	http://spo.Hawaii.gov/wp-content/uploads/2013/12/3-141.pdf
5 General Conditions, AG-103F13	http://hawaii.gov/forms/internal/departement-of-the-attorney-general/ag-103f13-1/view
6 Forms	http://spo.hawaii.gov Click on the “Forms” tab.
7 Cost Principles	http://spo.hawaii.gov Search: Keywords “Cost Principles”
8 Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
9 Hawaii Compliance Express (HCE)	http://spo.hawaii.gov/hce/
10 Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
11 Department of Taxation	http://tax.hawaii.gov
12 Department of Labor and Industrial Relations	http://labor.hawaii.gov
13 Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click “Business Registration”
14 Campaign Spending Commission	http://ags.hawaii.gov/campaign/
15 Internal Revenue Service	http://www.irs.gov/
(Please note: Website addresses may change from time to time. If a state link is not active, try the State of Hawaii website at http://hawaii.gov)	

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Hawaii State Department of Health
Family Health Services Division
Maternal and Child Health Branch
741-A Sunset Avenue, Room 102
Honolulu, Hawaii 96816
Phone: (808) 733-9027

1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below:

Mr. Brandon Suzuki
Hawaii State Department of Health
Family Health Services Division
Maternal and Child Health Branch
Adolescent Health Unit
Email: brandon.suzuki@doh.hawaii.gov

1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: October 8, 2026 Time: 10:00 a.m. – 11:30 a.m. HST
Location: <https://zoom.us/j/95961196290?pwd=aSrQewhMsbi9CVADGhsDSEsjisHiwD.1>

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: October 15, 2026 Time: 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: October 22, 2026

1.9 Submission of Proposals

- A. Forms/Formats - State-standard SPOH forms are available on the State Procurement Office website identified in Section 1.2 and are not reproduced in this RFP. Attachment A, Proposal Application Checklist, identifies the forms and program-specific supporting documents required for this solicitation.

1. **Proposal Application Identification (Form SPOH-200).** Provides applicant proposal identification.
 2. **Proposal Application Checklist.** The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.
 3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPOH-200A).** Applicants shall complete and submit Form SPOH-200A and comprehensive narratives addressing all proposal requirements specified in Section 3, Proposal Application Instructions, including the required cost proposal/budget.
- B. Program Specific Requirements.** Program-specific requirements are included in Sections 2 and 3, as applicable. The Proposal Application Checklist in Attachment A identifies all required proposal forms and supporting documents.
- C. Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Provider Compliance.** All providers shall comply with all laws governing entities doing business in the State.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.
 - **Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date and is accepted for both contracting and final payment purposes. Refer to Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date they are received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.

- E. Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to Section 1.2, Website Reference for statutes and DLIR website address.
- F. Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.
- G. Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- H. Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:
 - 1. Postmarked after the designated date; or
 - 2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 - 3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

In addition to paper copies, a single portable USB storage device (e.g. thumb drive, flash drive, jump drive) is required. The drive must only contain one electronic PDF copy of the proposal. *The storage device WILL NOT be returned.

Faxed proposals and/or submission on diskette/CD or transmission by email, website or other electronic means not described will not be permitted.

1.10 Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline.** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised

proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected as a whole or in part, when it is determined to be in the best interest of the State.

1.16 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.17 Provider Participation in Planning

Provider(s) awarded a contract resulting from this RFP are not required to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

Upon completion of the evaluation process, a notice of award containing a statement of findings and decision shall be sent to each responsive and responsible applicant in accordance with HAR §3-143-303.

No work shall begin and no costs shall be incurred prior to the official contract commencement date or issuance of a Notice to Proceed, as applicable.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. Refer to Section 1.2, Website Reference for website address. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Kenneth S. Fink, MD, MGA, MPH	Name: Jeremy Heyer
Title: Director of Health	Title: Human Services Professional V
Mailing Address: PO Box 3378, Honolulu, HI 96813	Mailing Address: 741-A Sunset Avenue, Honolulu, HI 96816

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles as outlined on the SPO website. Refer to Section 1.2 Website Reference for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

A. Overview, Purpose, or Need

The Hawaii State Department of Health (DOH), Family Health Services Division (FHSD), Maternal and Child Health Branch (MCHB), works to improve the health and well-being of women, children, and families across the State of Hawaii. Through Act 271, Session Laws of Hawaii 2025, the Hawaii State Legislature appropriated funds to establish peer-to-peer support programs serving families with young children from birth through age five (0–5). Peer-to-peer support programs utilize individuals with lived experience to provide mentorship, encouragement, and practical guidance to families navigating challenges that may affect family stability and child well-being.

Peer support services shall be delivered by individuals with relevant lived experience who receive role-specific orientation, training, supervision, and ongoing support appropriate to the peer support services they provide.

DOH has established the Hawaii Peer Connect (HPC) initiative to expand access to peer-to-peer support services statewide and to strengthen systems of community-based support for families with young children.

For public-facing outreach and engagement, the Contractor shall describe HPC in clear, family-friendly language so families can readily understand that the program provides peer support for ohana/families with young children.

HPC focuses on two complementary areas of peer support:

- Community-based peer support networks, including neighborhood or location-based peer groups that foster connection, mutual support, and the strengthening of protective factors among families with young children; and
- Peer support for families impacted by substance use and/or involved with Child Welfare Services (CWS), including mentorship and guidance from trained peers with lived experience navigating recovery, family stabilization, and child welfare systems.

Through this Request for Proposals (RFP), DOH seeks to identify a qualified organization to serve as the statewide lead entity responsible for coordinating and managing HPC.

The lead entity will be responsible for delivering services directly and/or through subcontracted community-based organizations to ensure statewide service access.

B. Planning Activities Conducted in Preparation for this RFP

DOH conducted planning activities to inform the development of HPC, including internal program planning, review of peer support models, and consultation with community partners involved in family support, substance use recovery, and child welfare services.

These planning efforts helped identify opportunities to strengthen peer support infrastructure and expand access to peer-led support services for families with young children across Hawaii.

C. Description of Service Goals

The goals of HPC include:

1. Expand access to peer-to-peer support services for families with young children across Hawaii.
2. Strengthen family stability and protective factors through mentorship, connection, and peer-led support.
3. Provide peer support to families impacted by substance use and/or involved with Child Welfare Services (CWS), including families experiencing either circumstance or both.
4. Develop and strengthen a coordinated statewide network of peer support providers.

DOH intends for HPC to support the development of a stronger statewide peer support infrastructure over time.

D. Description of the Target Population to be Served

The target population for HPC includes families with children from birth through age five (0–5), particularly those who may face barriers to accessing supportive services. For the second HPC program component, a family may qualify based on being impacted by substance use, being involved with Child Welfare Services (CWS), or both.

Priority populations may include families:

1. Impacted by substance use.
2. Involved with Child Welfare Services (CWS).
3. Experiencing housing or economic instability.
4. Living in rural or geographically isolated communities.
5. Belonging to underserved or disproportionately impacted populations.

E. Geographic Coverage of Service

The Contractor shall ensure access to HPC services statewide.

Applicants are not required to currently operate in every county; however, applicants must demonstrate how statewide service coverage will be achieved through direct services and/or subcontracted community-based partners.

Applicants must address service coverage for:

- Oahu
- Hawaii Island
- Maui County (Maui, Molokai, Lanai)
- Kauai County

Applicants must submit a Statewide Service Coverage Plan describing how peer-to-peer services will be delivered across Hawaii.

If an applicant intends to rely on one or more subcontractors to meet any statewide geographic coverage requirement or required service obligation under this RFP, each proposed subcontractor shall be identified at proposal submission, including the geographic area and services the subcontractor will support.

For each subcontractor identified at proposal submission, the applicant shall submit a Letter of Intent (LOI). Each LOI shall identify the anticipated geographic area and services to be provided. An executed subcontract or Memorandum of Understanding is not required at proposal submission. Additional or replacement subcontractors may be proposed after award only with prior DOH approval and submission of documentation required by DOH.

The Contractor shall remain responsible for ensuring statewide service access and for the oversight and performance of all subcontracted partners.

F. Probable Funding Amounts, Source, and Period of Availability

Funding for HPC is supported through State funds appropriated to DOH under Act 271, Session Laws of Hawai'i 2025, and any subsequent appropriations or other funds made available for continuation of the program. All funding is subject to legislative appropriation, budgetary restrictions, and the availability of funds.

DOH intends to issue one statewide contract under this RFP to a qualified lead entity responsible for implementing HPC. The anticipated initial contract period is March 1, 2027, through June 30, 2028, subject to issuance of a Notice to Proceed as described in Section 2.3.E. The estimated maximum funding available for this initial contract period is \$1,148,000.00. This amount reflects up to \$574,000.00 in Fiscal Year 2027 funding and up to \$574,000.00 in Fiscal Year 2028 funding. All funding is subject to legislative appropriation, allotment, budgetary restrictions, the applicable period of availability, and the availability of funds.

Funding for the initial contract period is planned by fiscal year and program component as follows:

- Fiscal Year 2027 funding allocation (contract implementation beginning March 1, 2027): up to \$234,818.00 for community-based peer support networks and up to \$339,182.00 for peer support for families impacted by substance use and/or involved with Child Welfare Services (CWS), for a total maximum of \$574,000.00
- Fiscal Year 2028 (July 1, 2027–June 30, 2028): up to \$234,818.00 for community-based peer support networks and up to \$339,182.00 for peer support for families impacted by substance use and/or involved with Child Welfare Services (CWS), for a total maximum of \$574,000.00

Applicants shall propose a feasible startup, implementation, and expenditure plan based on actual anticipated allowable costs and proposed service levels. The Fiscal Year 2027 and Fiscal Year 2028 amounts are funding ceilings and do not constitute automatic payments or a requirement to expend the full amount. The final contract will establish the approved budget and any applicable funding period requirements.

For subsequent twelve-month contract periods, subject to legislative appropriation, the availability of funds, and any approved contract extensions, the anticipated annual funding levels are:

- Up to \$234,818.00 per year for community-based peer support networks; and
- Up to \$339,182.00 per year for peer support for families impacted by substance use and/or involved with Child Welfare Services (CWS).

All funding is contingent upon appropriation, the availability of funds, and compliance with applicable State requirements.

2.2 Contract Monitoring and Evaluation

The criteria for which the performance of the contract will be monitored and evaluated are:

(1) Performance/Outcome Measures

The Contractor's performance will be evaluated based on progress toward the goals of HPC, including the development of a coordinated statewide peer support network and the delivery of peer-to-peer support services for families with young children.

Performance may include demonstrated progress in strengthening peer support capacity, expanding service access, and supporting families impacted by substance use and/or involved with Child Welfare Services (CWS).

(2) Output Measures

The Contractor will be evaluated based on program outputs such as the implementation of peer support activities, geographic service coverage, outreach efforts, and engagement of families with young children.

Output measures may include the number of peer support activities conducted, families served, geographic areas served, frequency and units of service, implementation milestones, and participation of subcontracted partners in service delivery. The service levels proposed by the selected applicant and accepted by DOH will be incorporated into the contract, as applicable, and used as performance baselines for monitoring.

(3) Quality of Care/Quality of Services

DOH will evaluate the quality and effectiveness of peer support services provided through HPC.

Quality considerations may include the effectiveness of peer engagement strategies, responsiveness to community needs, collaboration among network partners, and the ability of the Contractor to maintain consistent service delivery across the state.

(4) Financial Management

The Contractor shall maintain sound financial management practices and shall comply with all applicable State and DOH fiscal requirements.

Financial monitoring may include review of invoices, supporting documentation, subcontractor expenditures, and adherence to approved budget allocations.

(5) Administrative Requirements

The Contractor shall comply with all administrative requirements of the contract, including reporting, documentation, communication with DOH, and oversight of subcontracted partners.

The Contractor shall maintain records sufficient to demonstrate compliance with contract requirements and shall make such records available to the Department of Health upon request.

2.3 General Requirements

A. Specific Qualifications or Requirements. Applicants shall meet the following minimum requirements to be deemed responsive to this solicitation. Applicants must:

1. Demonstrate organizational capacity to implement and manage HPC as a statewide initiative serving families with young children.

2. Demonstrate experience providing or coordinating peer support services, family support services, or related community-based services.
3. Demonstrate the ability to coordinate and manage services delivered across multiple geographic areas and through partnerships with community-based organizations.
4. Demonstrate experience managing or coordinating programs that involve collaboration with multiple partner organizations, including subcontracted service providers where applicable.
5. Ensure that all staff and subcontracted partners performing services under the contract possess appropriate qualifications, training, and experience necessary to carry out the activities described in this RFP.
6. Comply with all applicable federal, state, and local laws, regulations, and DOH requirements related to program implementation, fiscal management, and reporting.
7. Maintain any required licenses, certifications, or accreditations applicable to the services provided under the contract.

B. Secondary purchaser participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases will not be allowed.

C. Multiple or alternate proposals

(Refer to HAR §3-143-605)

Multiple or alternate proposals are not allowed.

D. Single or multiple contracts to be awarded

(Refer to HAR §3-143-206)

A single contract will be awarded.

DOH intends to award one contract to a qualified applicant capable of serving as the statewide lead entity responsible for coordinating and managing HPC services across the State of Hawai‘i.

The selected Contractor shall demonstrate the capacity to provide statewide service coverage either directly or through subcontracted community-based partners.

E. Single or multi-term contracts to be awarded

(Refer to HAR §3-149-302)

Anticipated initial term of contract: March 1, 2027, to June 30, 2028, subject to the Notice to Proceed provision below.

Length of each extension: Twelve (12) months

Number of possible extensions: Three (3) extensions

Maximum length of contract: Up to Fifty-Two (52) months

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later. If the Notice to Proceed occurs after March 1, 2027, the implementation schedule and applicable Fiscal Year 2027 budget may be adjusted during contract negotiations, subject to the availability and period of availability of funds. Any extension must be in writing and executed before the expiration of the then-current contract term.

Any additional funding, changes in contract language, or changes in service specifications must be agreed upon in writing.

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

Service Activities (Minimum and/or mandatory tasks and responsibilities)

The Contractor shall establish and manage HPC as a coordinated statewide peer-to-peer support network serving families with young children from birth through age five (0–5).

The Contractor shall serve as the statewide lead entity responsible for coordinating the development, implementation, and management of peer-to-peer support services across the State of Hawai‘i.

Services may be delivered directly by the Contractor and/or through subcontracted community-based organizations, as needed to achieve effective statewide service coverage.

At a minimum, the Contractor shall:

1. Implement peer-to-peer support services for families with young children from birth through age five (0–5).
2. Develop and support community-based peer support networks, including neighborhood or location-based peer groups that foster connection and mutual support.
3. Provide peer mentorship and support for families impacted by substance use and/or involved with Child Welfare Services (CWS), including families experiencing either circumstance or both.
4. Facilitate peer-led gatherings, family support activities, and other opportunities for peer connection.
5. Conduct outreach and engagement to connect families with peer support opportunities and other needed community resources.

6. Coordinate a statewide network of peer support providers and community-based partners.

The Contractor shall ensure statewide access to peer support services and maintain oversight and accountability for all services delivered under the contract, including services provided by subcontractors. The Contractor shall perform against the service levels, implementation milestones, and geographic coverage commitments accepted by DOH and incorporated into the final contract.

Management Requirements (Minimum and/or mandatory requirements)

1) Personnel

The Contractor shall maintain sufficient staffing to effectively implement and manage HPC.

Personnel may include program management staff, peer support coordinators, and other staff necessary to support program operations.

The Contractor shall ensure that staff and subcontracted partners providing services possess appropriate qualifications, training, and experience relevant to peer support, family support, or related community-based services. Peer support personnel shall receive role-specific orientation, training, supervision, and ongoing support appropriate to their assigned responsibilities.

2) Administrative

The Contractor shall provide administrative oversight necessary to support program implementation. Administrative responsibilities may include:

- Program management and coordination.
- Oversight of subcontracted service providers.
- Coordination with DOH.
- Maintenance of program documentation and records.
- Compliance with applicable federal, state, and DOH requirements.

The Contractor shall remain responsible for ensuring compliance with all program and contract requirements.

3) Quality Assurance and Evaluation Specifications

The Contractor shall implement procedures to monitor the quality and effectiveness of services provided through HPC. Quality assurance activities may include:

- Monitoring service delivery and program activities.
- Supporting collaboration among network partners.
- Identifying and addressing service gaps.
- Participating in program monitoring activities conducted by DOH.

DOH may provide technical assistance to support quality improvement and program development.

4) Output and Performance/Outcome Measurements

The Contractor shall track and report program activities and outcomes as required by DOH. Measurements may include indicators related to:

- Peer support activities conducted.
- Engagement of families with young children.
- Geographic service coverage across counties.
- Participation of subcontracted partners.
- Development of the statewide peer support network.

5) Experience

Applicants should demonstrate experience in one or more of the following areas:

- Peer support services.
- Family support or early childhood programs.
- Substance use recovery support services.
- Programs serving families involved with Child Welfare Services.
- Coordination of community-based programs.

Applicants should also demonstrate experience coordinating services delivered through multiple partner organizations or subcontracted providers.

6) Coordination of Services

The Contractor shall coordinate services with relevant community partners and programs to support effective service delivery. Coordination may include collaboration with organizations providing family support services, early childhood programs, recovery support services, and community-based social services.

The Contractor shall support collaboration among peer support providers participating in the HPC network.

7) Reporting Requirements for Program and Fiscal Data

The Contractor shall submit program and fiscal reports to DOH as required. Reports may include information related to:

- Peer support activities conducted.
- Number of families served.
- Geographic service coverage.
- Subcontractor participation.
- Program expenditures.

DOH will provide reporting templates and instructions as applicable.

8) Facilities

Services funded through HPC may be delivered in community-based settings, including locations operated by the Contractor or subcontracted partners.

Facilities used for program activities shall be appropriate for the delivery of services and accessible to participating families.

2.5 COMPENSATION AND METHOD OF PAYMENT

The Contractor will enter into a cost-reimbursement agreement with DOH, subject to the availability of funds and satisfactory performance. The total maximum amount available for the initial contract period is \$1,148,000.00 as described in Section 2.1.F of this RFP. Reimbursement is based on actual allowable costs incurred and approved; the maximum contract amount is not an automatic payment.

Funding under this contract supports two program components:

1. Community-based peer support networks; and,
2. Peer support for families impacted by substance use and/or involved with Child Welfare Services (CWS). Applicants shall structure proposed budgets to reflect activities supporting both program components and the applicable fiscal-year funding limits.

Payments shall be made based on actual allowable costs incurred, not to exceed the total contract amount.

The method of payment will be as follows:

1. The Contractor shall submit monthly invoices for reimbursement of services delivered during the reporting period.
2. Invoices shall include documentation supporting expenditures and program activities consistent with the approved contract budget and applicable cost principles.
3. Payment is contingent upon satisfactory performance of services and submission of accurate and timely documentation.

Applicants must submit separate proposed line-item budgets for Fiscal Year 2027 and Fiscal Year 2028 as part of the application. Each fiscal-year budget shall separately identify costs attributable to (1) community-based peer support networks and (2) peer support for families impacted by substance use and/or involved with Child Welfare Services (CWS).

Budget requirements include the following:

1. The proposed budget shall clearly identify anticipated costs related to personnel, program activities, administrative costs, subcontractor costs, and other expenses necessary to implement HPC.

2. Administrative and indirect costs are not an automatic allowance. Such costs may be reimbursed only when they are allowable, allocable, reasonable, necessary to performance of the contract, adequately documented, and included in the approved budget in accordance with applicable Chapter 103F Cost Principles. The combined administrative and indirect costs charged by the lead contractor and all subcontractors shall not exceed ten percent (10%) of the total contract amount. The lead contractor shall not apply an automatic administrative or indirect percentage to subcontracted amounts solely for pass-through, oversight, or coordination. Any administrative or indirect costs charged by subcontractors must be separately identified and justified and are included within the aggregate ten percent (10%) limit.
3. Applicants proposing subcontracted services shall identify those costs within the proposed budget and describe the purpose of the subcontracted services.
4. The Contractor shall maintain financial records sufficient to document expenditures charged to the contract and shall make such records available to DOH upon request.
5. Contractors may be subject to fiscal monitoring or review to ensure compliance with applicable state requirements.

Additional programmatic and fiscal reporting requirements are described in Section 2. DOH reserves the right to adjust budget categories or request revisions to the proposed budget during contract negotiations prior to final award.

Section 3

Proposal Application Instructions

Section 3 Proposal Application Instructions

General instructions for completing applications:

Applicants must submit a comprehensive Proposal Application using the prescribed format and structure outlined in this section. All narrative responses should clearly address the requirements and expectations specified in Section 2: Service Specifications.

- *Each section and sub-section must be labeled with the corresponding heading and number as presented in this RFP.*
- *Include the applicant organization's name and the RFP number (HTH-CF-100-2027-01) at the top of each page.*
- *The 40-page maximum applies only to the proposal narrative (Program Overview, Experience and Capability, Project Organization and Staffing, and Service Delivery). State-required forms (SPOH) and required supporting attachments (e.g., organization charts, Letters of Intent where applicable, and budget forms) are not included in the 40-page narrative count but are included in the 100-page total application package limit.*
- *The program narrative section of the application must be double-spaced, on the equivalent of 8.5" x 11" page size, with 1" margins on all sides and in Arial font, size 12. Single-space tables or use of alternate fonts that ensure the tables are easy to read is acceptable.*
- *A Table of Contents must be included, and tabbed dividers for each major section are strongly recommended. All appendices/attachments must be clearly labeled as such in the upper-right corner of each page.*
- *Written responses are required for all items unless otherwise indicated. Incomplete applications or omitted sections may result in a lower evaluation score or disqualification.*
- *Applicants are encouraged to review the evaluation criteria in Section 4 when preparing their responses.*
- *Applicants should refer to Section 1.2 (Website References) for all applicable guidelines, forms, reference and additional instructions whenever applicable or indicated.*
- *Form SPOH-200A is required and is available on the SPO website (Section 1.2, Website Reference). Because the standard form does not include all items specific to this RFP, applicants must also include all items listed in this section.*

Reminder: *Narrative responses must reflect the applicant's alignment with the goals, service expectations, and populations described in Section 2. Where applicable, applicants should cite examples, data, or supporting documentation that demonstrate capacity and readiness to deliver services under the HPC program*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

Applicant shall provide a brief overview of the proposed HPC program to orient evaluators to the services being offered.

The overview should summarize the applicant's proposed approach to implementing peer-to-peer support services for families with young children and coordinating a statewide network of peer support providers.

The overview may include:

1. A description of the applicant organization and its mission.
2. A summary of the proposed program structure.
3. A description of the applicant's approach to delivering peer support services.
4. How the proposed program will address the two primary focus areas of HPC:
 - i. Community-based peer support networks.
 - ii. Peer support for families impacted by substance use and/or involved with Child Welfare Services (CWS), including families experiencing either circumstance or both.
5. A summary of how the applicant intends to coordinate services statewide, including partnerships with community-based organizations where applicable.

The program overview should provide evaluators with a clear understanding of the applicant's proposed model for implementing HPC.

3.2 Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it possesses the skills, knowledge, and organizational capacity necessary to implement HPC as described in this RFP.

Applicants should describe their experience providing peer support services, family support services, community-based programs, or related services serving families with young children.

Applicants should also describe their ability to coordinate programs involving multiple partners or service providers, including experience working with

community-based organizations and managing collaborative service delivery models.

B. Experience

The applicant shall provide a description of projects, programs, or contracts relevant to the services proposed in this RFP.

Descriptions should include:

1. Name of the organization or funding entity.
2. Type of services provided.
3. Time period of the project.
4. Geographic service area.
5. Brief description of outcomes or accomplishments.

Applicants shall include points of contact, addresses, and email/phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its approach to quality assurance and evaluation for the proposed services.

The response should address:

1. The organization's general approach to quality assurance or program monitoring.
2. Processes used to support consistent service delivery (e.g., staff supervision, peer support training, partner coordination, participant feedback, or other monitoring practices).
3. How the organization uses program information or data to assess effectiveness and support continuous improvement.
4. The applicant's approach to meeting the DOH Contract Monitoring and Evaluation requirements described in Section 2.2 of this RFP.

D. Coordination of Services

The applicant shall describe how it will coordinate HPC services with community partners and service providers to support families with young children.

The response should include:

1. Strategies for collaboration with community-based organizations, family support programs, early childhood services, recovery support services, Child Welfare Services partners, and other relevant organizations.

2. Existing or planned partnerships and collaborative relationships that will support service delivery. Applicants proposing subcontractors at the time of proposal submission shall identify each proposed subcontracted partner and include the required Letter(s) of Intent described in Section 2.1.E.
3. Approaches for coordinating services across geographic areas, including communication and coordination with subcontracted partners where applicable.
4. Strategies for connecting families to additional services and supports when needed, including referral and follow-up practices.
5. Participation in community coalitions, regional partnerships, or collaborative networks that support families and young children.

E. Facilities

The applicant shall describe any facilities or community locations that may be used to support HPC program activities. Facilities may include locations operated by the applicant or partner organizations where peer support activities, meetings, or community gatherings may occur. Facilities used for program activities should be appropriate for the delivery of services and reasonably accessible to participating families. If the applicant does not currently operate dedicated program facilities, the applicant may describe plans to utilize community-based locations or partner sites to support program activities.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing structure for implementing HPC. The response should identify key staff positions, roles, and responsibilities necessary to manage and implement the program. This includes staff responsible for program management, coordination of peer support activities, oversight of subcontracted partners, and overall statewide program coordination.

Applicants should describe how the proposed staffing structure will support implementation of peer-to-peer services and coordination of services across the State of Hawaii. Applicants should also describe how staffing levels will support effective program management, partner coordination, and service delivery.

2. Staff Qualifications

The applicant shall describe the minimum qualifications, relevant experience, and training expected for staff assigned to the program.

This may include experience related to:

- Peer support services.
- Family support or early childhood programs.
- Substance use recovery support services.
- Community outreach or engagement.
- Program management and coordination of community-based services.

Applicants shall describe the role-specific orientation, initial and ongoing training, supervision, and support that will be provided to staff and subcontracted peer support providers.

B. Project Organization

1. Supervision and Training

The applicant shall describe its approach to supervising program staff and providing training necessary to support effective program implementation.

The response may include plans for onboarding, ongoing staff development, and training related to peer support practices, program coordination, and collaboration with community partners.

Applicants should also describe how supervision and support will be provided to staff and subcontracted partners involved in service delivery.

2. Organization Chart

Applicants shall include organization charts showing the structure of the applicant organization and the proposed program structure for HPC.

The charts should reflect key staff positions and lines of supervision and responsibility. Both organization-wide and program-specific organization charts should be included as part of the proposal application.

Where applicable, the program organization chart should identify positions responsible for statewide program coordination and oversight of subcontracted partners.

3.4 Service Delivery

Applicants shall provide a description of their proposed approach to implementing HPC and delivering the services described in Section 2 – Scope of Work. The response should describe how the applicant will implement peer-to-peer support services for families with young children and coordinate services across the State of Hawaii.

The description should include:

1. The applicant's approach to providing peer-to-peer support services for families with young children, including peer mentorship, peer support activities, and community-based support opportunities.
2. How the applicant will implement the two primary focus areas of HPC:
 - a. community-based peer support networks (e.g., neighborhood or location-based peer groups).
 - b. peer support for families impacted by substance use and/or involved with Child Welfare Services (CWS), including families experiencing either circumstance or both.
3. Strategies for outreach and engagement of families who may benefit from peer support services, including families experiencing substance use challenges, Child Welfare Services involvement, economic hardship, or geographic isolation.
4. The applicant's approach to connecting families with additional services and supports when needed, including coordination with community-based organizations and other relevant service providers.
5. The applicant's approach to coordinating services across the state, including the role of subcontracted partners where applicable.
6. A description of key program activities and milestones associated with program implementation, including anticipated timelines for launching services and expanding statewide coverage. Applicants shall also propose measurable service levels by each HPC program component and geographic area, including, as applicable, the anticipated number of families to be served, number and frequency of peer support activities or gatherings, units of service, implementation dates or milestones, and other measurable outputs the applicant proposes to achieve during Fiscal Year 2027 and Fiscal Year 2028.

A. Statewide Service Delivery Plan

Applicants shall describe how HPC services will be made accessible to families across the State of Hawaii.

The response should include:

1. The applicant's strategy for delivering services across Oahu, Hawaii Island, Maui County (Maui, Molokai, and Lanai), and Kauai County.

2. Identification of proposed subcontracted partners that will support service delivery in specific geographic areas, where applicable.
3. Description of how the applicant will coordinate services across multiple locations or partner organizations.
4. Strategies for ensuring access to services for families in rural or geographically isolated communities.

3.5 Financial

A. Pricing Structure

Applicants must submit a cost proposal using the cost-reimbursement pricing structure described in this RFP.

The cost proposal must include separate detailed, line-item budgets for the Fiscal Year 2027 and Fiscal Year 2028 funding allocations, identifying expenses for personnel, fringe benefits, program operations, administrative/indirect costs, subcontracted services, and other costs necessary to implement HPC. The Fiscal Year 2027 budget shall reflect startup and implementation beginning March 1, 2027, and shall not exceed \$574,000.00. The Fiscal Year 2028 budget shall not exceed \$574,000.00. Each fiscal-year budget shall separately identify the amounts proposed for (1) community-based peer support networks and (2) peer support for families impacted by substance use and/or involved with Child Welfare Services (CWS), and shall not exceed the applicable component funding limits stated in Section 2.1.F.

Subcontractor costs must be listed separately with sufficient narrative and financial detail to assess alignment with program goals.

Administrative and indirect costs are subject to the requirements and aggregate ten percent (10%) ceiling described in Section 2.5. Applicants shall separately identify and justify administrative and indirect costs proposed by the lead contractor and by any subcontractor; such costs are not an automatic allowance and may not be assessed as an automatic percentage of subcontracted amounts.

B. Required Budget Forms

Applicants shall obtain the applicable SPOH forms from the State Procurement Office website identified in Section 1.2 and submit the following with the Proposal Application. Applicants shall submit a separate SPOH-205 Budget and separate applicable SPOH-206 budget justification forms for Fiscal Year 2027 and Fiscal Year 2028. Each fiscal-year set shall separately identify costs attributable to the two HPC program components consistent with Sections 2.1.F and 2.5.

1. SPOH-205 – Budget.
2. SPOH-206A – Budget Justification – Personnel: Salaries & Wages.
3. SPOH-206B – Budget Justification – Personnel: Payroll Taxes, Assessments & Fringe Benefits.
4. SPOH-206C – Budget Justification – Travel: Inter-Island, if applicable.
5. SPOH-206E – Budget Justification – Contractual Services – Administrative.
6. SPOH-206F – Budget Justification – Contractual Services – Subcontracts, if subcontracted services are proposed.
7. SPOH-206H – Budget Justification – Program Activities.
8. SPOH-206I – Budget Justification – Equipment Purchases, if equipment purchases are proposed.

Attachment A, Proposal Application Checklist, identifies the required forms and supporting documents for this solicitation.

C. Budget Narrative

Applicants must submit a written budget narrative explaining how funds will support staffing, peer support activities, outreach and engagement, subcontractor oversight, quality assurance, statewide coordination, and other proposed service delivery costs. The narrative shall explain cost assumptions, staffing levels, and how the budget supports both program integrity and operational sustainability.

The narrative shall separately address Fiscal Year 2027 and Fiscal Year 2028 and explain how proposed costs align with the service levels and implementation milestones proposed for each fiscal year and program component.

Any planned use of in-kind contributions shall be clearly identified.

D. Fiscal Oversight and Capacity

Describe the organization's systems for financial oversight, including internal controls, separation of fiscal duties, and safeguards against misuse of funds.

Identify the individual(s) or department responsible for financial management and contract reporting.

Summarize findings from the most recent independent audit, including any corrective actions. The audit itself is not required as an attachment unless specifically requested by DOH.

Indicate whether the organization uses an electronic accounting system and how it supports timely invoicing and reporting.

3.6 Other
A. Litigation

The applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
<i>Administrative Requirements</i>		PASS/FAIL
<i>Proposal Application</i>		100 Points
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	15 points	
Service Delivery	55 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

**B. Phase 2 - Evaluation of Proposal Application
(100 Points)**

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. _____
- Demonstrated ability to coordinate services delivered through partnerships with community-based organizations. _____

B. Experience

- Relevant experience implementing programs serving families with young children or families facing complex challenges. _____
- Experience delivering peer support services, family support programs, substance use recovery support services, or related services. _____

C. Quality Assurance and Evaluation

- Sufficiency of the applicant's approach to monitoring service delivery and supporting program quality. _____
- Ability to utilize program information or data to support program evaluation and improvement. _____

D. Coordination of Services

- Demonstrated capability to collaborate with community partners and service providers. _____
- Strength of existing partnerships, agreements, or collaborative relationships relevant to the proposed services. _____

E. Facilities

- Adequacy and appropriateness of facilities or community locations used to support program activities. _____

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Reasonableness of the proposed staffing structure relative to the scope of services. _____
- Qualifications, experience, and appropriateness of staff assigned to the program. _____

B. Project Organization

- Demonstrated ability to supervise program staff and support effective service delivery. _____
- Clarity and appropriateness of the organizational structure and lines of supervision. _____
- Capacity to coordinate statewide program implementation and oversight of subcontracted partners where applicable. _____

3. Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Overall clarity and feasibility of the proposed service delivery model. _____
- Strength of the applicant's approach to providing peer-to-peer support services for families with young children and addressing both HPC program components. _____
- Effectiveness of strategies for outreach, engagement, referral, and connection to community supports. _____
- Feasibility of the applicant's approach to statewide service coverage, including the appropriate use and coordination of subcontracted community-based organizations where needed. _____
- Effectiveness of the approach to serving rural, neighbor island, and geographically isolated communities. _____
- Clarity and realism of implementation activities, responsibilities, and milestones. _____

Clarity, reasonableness, and measurability of proposed service levels by HPC program component and geographic area, including service volumes, frequency, units of service, and implementation milestones.

4. Financial (10 Points)

- Whether personnel costs are reasonable and appropriate relative to the proposed services. _____
- Whether non-personnel costs are reasonable and adequately justified. _____
- Whether the proposed budget reasonably supports the scope of services described in the proposal. _____
- Whether the budget reflects appropriate allocation of resources to support program implementation and statewide coordination. _____

Whether the separate Fiscal Year 2027 and Fiscal Year 2028 budgets are reasonable, feasible, and appropriately allocated between the two HPC program components.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Source / Instructions	Required
GENERAL			
Proposal Application Identification Form (SPOH-200)	Section 1.9	SPO Website	X
Proposal Application Checklist	Section 1.9 / Attachment A	Attachment A	X
Table of Contents	Section 1.9 / Attachment B	Applicant-prepared	X
Proposal Application (SPOH-200A)	Section 1.9 / Section 3	SPO Website	X
Provider Compliance	Section 1.9.D	HCE or applicable paper certificates, as required for contracting	As applicable
FINANCIAL			
SPOH-205 – Budget	Section 3.5	SPO Website; separate FY2027 and FY2028 forms required	X
SPOH-206A – Salaries & Wages	Section 3.5	SPO Website; separate FY2027 and FY2028 forms, as applicable	X
SPOH-206B – Payroll Taxes, Assessments & Fringe Benefits	Section 3.5	SPO Website; separate FY2027 and FY2028 forms, as applicable	X
SPOH-206C – Travel: Inter-Island	Section 3.5	SPO Website; separate FY2027 and FY2028 forms, as applicable	If applicable
SPOH-206E – Contractual Services – Administrative	Section 3.5	SPO Website; separate FY2027 and FY2028 forms, as applicable	X
SPOH-206F – Contractual Services – Subcontracts	Section 3.5	SPO Website; separate FY2027 and FY2028 forms, as applicable	If subcontracting
SPOH-206H – Program Activities	Section 3.5	SPO Website; separate FY2027 and FY2028 forms, as applicable	X
SPOH-206I – Equipment Purchases	Section 3.5	SPO Website; separate FY2027 and FY2028 forms, as applicable	If applicable
Budget Narrative	Section 3.5.C	Applicant-prepared	X
PROGRAM-SPECIFIC SUPPORTING DOCUMENTS			
Organization-wide Organization Chart	Section 3.3.B.2	Applicant attachment	X
HPC Program Organization Chart	Section 3.3.B.2	Applicant attachment	X
Letter(s) of Intent from proposed subcontractor(s)	Sections 2.1.E and 3.2.D	Applicant attachment	Required when applicant relies on subcontractor(s) for statewide coverage or required services

*Refer to Section 1.2, Website Reference for website address.

Proposal Application Table of Contents

- 1.0 Program Overview
- 2.0 Experience and Capability
 - A. Necessary Skills
 - B. Experience
 - C. Quality Assurance and Evaluation
 - D. Coordination of Services
 - E. Facilities
- 3.0 Project Organization and Staffing
 - A. Staffing
 - B. Project Organization
- 4.0 Service Delivery
- 5.0 Financial
 - A. Pricing Structure / Cost Proposal
 - B. Required Budget Forms
 - C. Budget Narrative
 - D. Fiscal Oversight and Capacity
- 6.0 Other – Litigation
- 7.0 Attachments
 - A. SPOH-205 and required SPOH-206 budget forms
 - B. Organization-wide Organization Chart
 - C. HPC Program Organization Chart
 - D. Letter(s) of Intent from proposed subcontractor(s), when required by Sections 2.1.E and 3.2.D
 - E. Other supporting documentation specifically requested in Sections 2 or 3, if applicable

HPC_Statewide_P2P_RFP 09.21.26

Final Audit Report

2026-09-25

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