



**PROCUREMENT AND SUPPLY
COMMONWEALTH HEALTHCARE CORPORATION
REQUEST FOR PROPOSAL**

RFP21-CHCC/CGC-BHRP-002

SUBMISSION DEADLINE: JUNE 21, 2021 TIME: 10:000AM (CHST)

” OFFICE LEASE”

INTERESTED PARTIES CAN DOWLOAD THIS REQUEST FOR PROPOSAL FROM THE CHCC WEBSITE [WWW.CHCC.GOV.MP]. ONCE AT THE SITE, NAVIGATE TO **REQUEST FOR PROPOSALS** TAB ON THE LEFT NAVIGATION BAR. CLICK ON THE URL FOR THIS RFP. YOU WILL BE REQUIRED TO ENTER DATA TO ALLOW US TO TRACK ALL REQUESTS FOR THIS OPPORTUNITY.

THE CHCC RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSAL AND TO WAIVE ANY IMPERFECTIONS IN ANY PROPOSAL, IF TO DO SO SHALL BE IN THE INTEREST OF THE CHCC. ALL PROPOSALS SHALL BECOME THE EXCLUSIVE PROPERTY OF THE COMMONWEALTH HEALTHCARE CORPORATION.

/S/ ESTHER L. MUNA
CHCC CHIEF EXECUTIVE OFFICER

/S/ CORA P. ADA
DIRECTOR OF PROCUREMENT & S UPPLY



COMMONWEALTH HEALTHCARE CORPORATION



INVITATION TO BID (ITB) Community Guidance Center Behavioral Health Response Program

OFFICE LEASE RFP21-CHCC/CGC-BHRP-002

1. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands through Community Guidance Center- Behavioral Health Response Program is soliciting proposals from prospective vendors with the primary objective of leasing professional office space **(between 2000-3000 square feet)** to house the Community Guidance Center's (CGC) Behavioral Health Response (BHRP) Program.

The BHRP supports and coordinates crisis intervention services, mental and substance use disorder treatment, and other related pandemic services for children and adults impacted by the COVID-19 Pandemic.

II. NATURE OF WORK

The primary objective of this RFP is for the leasing of a professional space **(2,000- 3,000 square feet)** to house the CGC's **Behavioral Health Response Program (BHRP)** at the locations specified in Section III of this RFP. This lease will begin **June 2021 and should not exceed April 31, 2022** with a possible subsequent extension contingent of the funding availability.

The prospective contractor must have experience to qualify for the award of the contract, the vendor must be able to show proof that it has the manpower, equipment, and financial resources to complete the scope of work as specified in Section IV of this RFP.

III. LOCATION OF WORK

Commonwealth Healthcare Corporation
1 Lower Navy Hill, Navy Hill
Saipan, MP 96950

IV. DETAILED SCOPE OF WORK

The CHCC: CGC – BHRP is soliciting proposals from qualified vendors for the annual lease of a professional space to house the CNMI Behavioral Health Response Program to begin **June 2021** and contain conditions for termination of the lease without penalty cost or fees should federal funds or other applicable funding sources become unavailable.

The RFP requires that proposals must meet the following specifications:

a. Parking Space.

The property must have a designated parking space available for agency vehicles and those of its employees and visitors with at least two designated accessible parking spaces. Program vehicles may be parked in designated spaces overnight.

b. Telecommunication.

The property must have adequate telecommunication lines.

c. Sanitation and Health Condition.

The property must be located in a sanitary and healthy environment. It must have proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the CNMI.

d. Light and Ventilation.

The building's common areas must have proper lighting and ventilation systems.

e. Facilities.

The building must have the following facilities/amenities:

- Facility must be move-in ready upon completion of lease agreement/contract;
- Americans with Disabilities Act (ADA) compliant;
- In compliance with Public Law 6-45 and CNMI Administrative Code Title 155-10.1, CNMI Building Safety Code Standards and approved project plans and specifications;
- Main meter and/or sub-meter for electrical and water supply exclusively for the use of the program;
- Sufficient electrical fixtures, lighting fixtures, and convenience outlets. There should also be provisions for electrical system (single phase and three phases) for the air conditioning units and other office equipment to be installed;
- Fire alarm/detection system, fire/emergency exits, as provided by NFPA 101: Life Safety Code;
- Adequate air conditioning units to accommodate the square footage requirements of the office space;
- Electrical Facilities/Requirements:
 - All electrical fixtures, convenience outlets, switches and telephone jacks/terminals shall be in good working condition;

- The program should be allowed to demolish/chip portion of walls and floors or the installation of A/C units and other equipment; and
- The building must have a security system in place.

f. IT Requirements.

The building must have the following:

- Provision of space for the installation of horizontal and vertical network cabling (structured cabling infrastructure);
- The program should be allowed to demolish/chip portion of walls and floors and ceilings for the installation of data cables;
- There should be ample provision for communication lines/system requirements (i.e., rising, piping, etc.);
- Access to the building/electrical room/main distribution frame for any IT troubleshooting; and
- Existing wiring throughout the building is desirable.

g. Free Services.

- Provision of free parking space for the agency, employee, and client vehicles;
- A rent-free construction/renovation period for a minimum of one (1) month before the start of the lease term or as may be agreed upon; and
- Any other services that the bidder may offer.

h. Space Requirements.

The building's leasable spaces must be adequate for the program's area requirement of 2,500 square feet for the following:

- 4 enclosed rooms (minimum)
- Conference table with chairs
- Storage and filing space
- 1 Restroom

Estimate Subtotal:	800 square feet
Circulation Area:	10%
Estimated Total Useable Area:	900 square feet
Core Factor:	10%
Estimated Total Rentable Area:	1,000 square feet

i. Security Deposit/Prepaid Rent

No security deposit or prepaid rent will be required.

j. Security

Description of the security services available in the building and the name of outside security services utilized.

k. Additional Proposal Contents

- Building specification including square footage, utility location and access, single unit or multi-unit business;
- Cost proposal (i.e., rent and complete listing of pass through, if any, including a 2-year cost history of those items)
- Proposed schedule of work deadlines to ensure space availability; and
- Readiness of the facility.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All bids submitted by the prospective vendors must contain the following information:

1. Proposed Fee (refer to Section IV).
2. The name of the authorized personnel to negotiate the proposal and contact (should also be the contact personnel.)
3. Proof of insurance coverage and property liability insurance of at least \$100,000.00.
4. List of a minimum of three (3) references (arrange references from most recent projects)
5. Copy of valid CNMI Business License and tax identification no. (W-9) **upon award** of the contract.
6. Provide Tax Clearance Certification **upon award** of the Contract.
7. Other information that may be helpful to the evaluation team.

CHCC reserves the right to request for additional information or documents that it may consider necessary and relevant to assist it in evaluating a proposal.

VI. GENERAL AND ADMINISTRATIVE INFORMATION

A. Submission of Proposal

Interested parties can download this *Request for Proposal (RFP)/Invitation to Bid (ITB)* from the CHCC website [www.chcc.gov.mp]. Once at the site, navigate to Request for Proposals tab on the left navigation bar. Click on the URL for this **RFP21-CHCC/CGC-BHRP-002**. You will be required to enter data to allow us to track all requests for this opportunity.

Bidding procedures shall be in full compliance with the CHCC Procurement Regulations currently in effect.

B. General Provision

The Corporation reserves the right to reject any and all proposals for any reason and waive any defect in said proposals, negotiate with any qualified offers, or cancel in part or its entirety this RFP/ITB, if it is in the best interest of the Corporation.

CHCC will enter a contract(s) with the successful vendor(s) according to the terms of the standard government independent contract. Additional terms and conditions will be attached as exhibits to the standard independent contract.

C. Place, Date, and Time of Submission

Please email your proposal to Ms. Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at cora.ada@chcc.health or submit five (5) hard copies including original copy, **no later than 10:00 AM Chamorro Standard Time (CHST) on June 21st, 2021** at the CHCC Main Campus Office.

Please note submission instructions:

- All submissions must include the RFP/ITB# and Project Title in the email subject
- All documents must be submitted in Adobe PDF Format
- All pages of your proposal must include the RFP/ITB# and Project Title in the header, plus the page number in the footer.

Failure to follow the instructions regarding the submission of RFP Responses may result in CHCC's choice to disqualify such proposals.

D. Cost of Preparation

All costs incurred by the vendor in preparing a response to this RFP/ITB and subsequent inquiries shall be borne by the vendor. All proposals and accompanying documents will become the property of CHCC and will not be returned.

The Commonwealth Healthcare Corporation reserves the right to reject any or all bids for any reason and to waive any defects in said bid, if in its sole opinion, to do so would be in the best interest of CHCC.

A. Questions, clarifications, or inquiries

All emails MUST contain the RFP/ITB# and Project Title in the email subject.

Any questions or requests for clarification should be directed to:

Daisy C. Villagomez-Bier
Behavioral Health Response Program Manager
Email: daisyvbier.bhrp.cgc@gmail.com

or

Corazon P. Ada
Director of Procurement & Medical Supply Office
Email: cora.ada@chcc.health

All questions or requests for clarification must be submitted in writing. Email transmission of questions or requests for clarification is acceptable.

VII. EVALUATION CRITERIA

Proposal received by the submission date and time noted above will be jointly processed on **RFP21-CHCC/CGC-BHRP-002**. After the evaluation process, CHCC plans to make an award to the vendor whose proposal is most advantageous to the Corporation considering the evaluation factors set forth below:

- a. **Location and Proximity (25 points)** – This criterion considers the proximity of the building/office space to the Middle Road main thoroughfare.
- b. **Cost Reasonableness (25 points)** – This criterion includes a review of all costs associated with the lease agreement including lease changes, updates, lease extensions and increases.
- c. **Lease Requirements (50 points)** – This criterion includes ability to meet the specifications under Section IV: Detailed Scope of Work of this RFP and obligations regarding updates to the property, maintenance responsibilities, general upkeep and repair of immediate and surrounding property. It also includes applicable provisions regarding indemnification, subrogation, and other related business liabilities between the lessor and the lessee.

VII. SELECTION PROCESS

Upon the selection, the successful service provider will be advised to negotiate the contract with CHCC. Should the negotiations fail to result in an agreement, CHCC reserves the right to cancel the negotiations and select the next recommended service provider, which in CHCC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the proposers, the RFP/ITB will be cancelled and re-advertised.

Approved By: 
Esther L. Muna
Chief Executive Officer

Date: 05/18/21

Approved By: 
Corazon P. Ada
Director of Procurement & Supply

Date: 5/18/21