



**PROCUREMENT AND SUPPLY
COMMONWEALTH HEALTHCARE CORPORATION
REQUEST FOR PROPOSAL (RFP)**

RFP21-CHCC/CGC-SOC-003

SUBMISSION DEADLINE: OCTOBER 18, 2021 TIME: 10:00AM (CHST)

“ROTA OFFICE LEASE”

INTERESTED PARTIES CAN DOWNLOAD 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 & SUPPLY



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



Community Guidance Center System of Care Program RFP21-CHCC/CGC-SOC-003

I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands is soliciting proposals from qualified vendors that are interested in bidding for the procurement of an office space for the Community Guidance Center – System of Care Program on Rota. This RFP package contains the necessary information and guidelines for interested vendors to develop and submit RFPs.

II. NATURE OF WORK

During the period of the agreement, the prospective contractor is expected to work with CHCC staff at the identified location as specified in Section III of this ITB. The prospective contractor is expected to deliver the services in an efficient, trustworthy, and professional manner.

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 ITB.

III. LOCATION OF WORK

Rota, CNMI

IV. DETAILED SCOPE OF WORK

- A. Office space consisting of an area of 800 square feet minimum
- B. Americans with Disabilities Act (ADA) requirements must be met
- C. Location: Rota
- D. Parking space to accommodate at least 3 vehicles
- E. Building must be able to withstand destructive wind force of up to 200 MPH
- F. Proper sanitary restroom facility within the office
- G. Designated waste disposal collection area



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- H. Regular maintenance of the external area of the office space premises
- I. Emergency exits
- J. Fire extinguisher equipment
- K. One year contract with an option to renew for additional four years

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

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

1. Statement of company's capabilities and experience.
2. Proposed fee for the scope of work (refer to Section III).
3. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel).
4. Copy of valid CNMI Business License.
5. Proof General Liability Insurance - \$100,000 minimum coverage

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. Posting of RFP

Interested parties can download this Request for Proposal (RFP) 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-SOC-003**. You will be required to enter data to allow us to track all requests for this opportunity.

b. General Provision

Until the selection process is completed, the content of this proposal will be held in the strictest confidence and no details of any proposal will be discussed outside the Evaluation Team created by the Corporation. This RFP/ITB does not constitute an offer and does not obligate the Corporation in any way. The Corporation reserves the right to reject any or all proposals for any reason and waive any defect in said proposals, negotiate with any qualified offers, or cancel 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) pursuant 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 proposals and all supporting documents to Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at chcc.procurement@gmail.com, no later than: **10:00AM Chamorro Standard Time (CHST) on October 18th, 2021.**

Proposers may opt to submit out (4) hard copies in addition to the original proposal (5 in total) to the CHCC Division of Procurement and Supply, Main Office Garapan Saipan.

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 page number in the footer.

Failure to follow these instructions will be considered unresponsive and your proposal will not be included for technical evaluation.

d. Cost of Preparation

All costs incurred by the vendor in preparing a response to this RFP/ITB and subsequent inquiries shall be done by the vendor. All proposals and accompanying documentation 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.

e. Questions, clarifications, or inquiries

All questions or requests for clarification must be made in writing through email. All emails **MUST** contain the RFP/ITB # and Project Title in the email subject.

Submit questions to:

- **Corazon P. Ada**
Director, CHCC Division of Procurement & Medical Supply Office
Email: cora.ada@chcc.gov.mp

VII. EVALUATION CRITERIA

Proposal received by the submission date and time noted above will be jointly processed on **October 22, 2021**. After the evaluation process, CHCC plans to make an award(s) to the

vendor(s) whose proposal is most advantageous to the Corporation considering the evaluation factors set forth below:

a. Technical Criteria

1. 50% - Ability to meet the requirements stated in Section IV
2. 25% - Timeline to deliver vehicle
3. 25% - Cost

VIII. SUCCESSFUL VENDOR NOTIFICATION PROCESS

Upon the selection, the successful vendor(s) 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 vendor, which in CHCC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the vendors, the RFP/ITB will be cancelled and re-advertised.

Approved By: Esther L. Muna Date: 09/15/21
Esther L. Muna
Chief Executive Officer

Approved By: Corazon P. Ada Date: 9/15/21
Corazon P. Ada
Director of Procurement & Supply