



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

**RFP22-CHCC/CGC-CCP-004**

**SUBMISSION DEADLINE: NOVEMBER 5, 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



**REQUEST FOR PROPOSAL**  
**Community Guidance Center**  
**Crisis Counseling Program**

**RFP22-CHCC/CGC-CCP-004**  
**OFFICE LEASE - ROTA**

**I. BACKGROUND INFORMATION**

The Commonwealth of the Northern Marianas Islands ("CNMI") through the Commonwealth Healthcare Corporation ("CHCC") Community Guidance Center ("CGC") is seeking proposals from qualified vendors with the primary objective of leasing professional office space to house the Crisis Counseling Program ("CCP") in Rota, Commonwealth of the Northern Mariana Island.

The CGC – CCP aims to provide community outreach services, including brief emotional and mental health support to COVID-19 affected residents in the CNMI. This RFP package contains the necessary information and guidelines for interested vendors to develop and submit proposals.

**II. NATURE OF WORK**

The primary objective of this RFP is for the leasing of professional office space (**800 square feet**) to house the Community Guidance Center: Crisis Counseling Program, at the location specified in Section III of this RFP. The lease will begin December 2021 and end May 01, 2022, with a possible subsequent extension.

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

**III. LOCATION OF WORK**

The property must be located on the island of Rota in the Commonwealth of the Northern Mariana Islands.

**IV. DETAILED SCOPE OF WORK**

The CHCC CGC is soliciting proposals from qualified vendors for the lease of professional office space to house the Crisis Counseling Program beginning December 2021, and contains



conditions for termination of the lease without penalty cost or fees should federal funds or other applicable funding sources become unavailable.

This RFP requires that proposals meet the following specifications:

**a. Parking Space**

The property must have designated parking space available for agency vehicles and its employees and visitors with at least one designated accessible parking space. Program vehicles may be parked in designated areas 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 system.

**e. Facilities**

The building must have the following facilities/amenities:

- The building must be move-in ready upon completion of a lease agreement or contract.
- Americans with Disabilities Act (ADA) Compliant.
- In compliance with Public Law 6-45 and the CNMI Administrative Code Title 155-10.1, CNMI Building Safety Code Standards, and approved project plans and specifications.
- Main meter or sub-meter for electrical and water supply exclusively for the use of the Crisis Counseling Program.
- Sufficient electrical and lighting fixtures and convenient outlets; additional provisions for an electrical system, the air-conditioning units and other office equipment to be installed and regularly maintained.
- Fire alarm or detection system, fire and emergency exit, as provided by the Life Safety Code: NFPA 101.
- Adequate air conditioning units to accommodate the square footage requirements of the office space.
- Electrical Facilities and Requirements:
  - All electrical fixtures, convenience outlets, switches, and telephone jacks or terminals shall be in good working condition
  - All electrical components within the building shall meet the electric load requirements provided for by CCP
- CCP should be allowed to make physical changes, including demolishing portions of the walls and floors, as well as install additional A/C units and other equipment as needed.

- 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);
- CCP should be allowed to make physical changes including demolishing portions of walls, floors, and ceilings for the installation of data cables;
- There should be ample provision for communication lines/systems requirements (e.g., riser, piping, etc.);
- Access to the building/ electrical room/ main distribution frame for any IT troubleshooting;
- Existing wiring throughout the building if desired.

**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 Requirement**

The building's leasable spaces must be adequate for the Crisis Counseling Program's area requirement of 800 square feet to accommodate the following:

- One (1) enclosed room (minimum)
- Adequate space for a conference table with chairs
- One (1) restroom (minimum)
- Storage Room

**i. Security Deposit/Prepaid Rent**

No security deposit or pre-paid 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, a single unit or multi-unit business.



- Cost of the proposal (i.e., rent and complete listing of pass-through, if any, including a two-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 proposals submitted by prospective vendors to the Medical Supply Office must include all items listed below. Incomplete proposals may not be considered.

1. Brief history and description of the company (including the date the company was founded and date of operation in the CNMI)
2. Statement of the company's capabilities and experience.
3. The proposed fee for the scope of work (refer to Section IV).
4. List of a minimum of three (3) references (arrange references from the most recent projects).
5. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel).
6. Proof of insurance coverage for the contractor and property liability insurance of at least \$100,000.00.
7. Copy of current business license valid in the CNMI
8. Other information that may be helpful to the evaluation team.

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

## **VI. GENERAL AND ADMINISTRATIVE INFORMATION**

### **a. Submission of Proposal**

Proposers shall submit five (5) hard copies in addition to the original proposal (6 in total) to the CHCC Division of Procurement and Supply, Medical Supplies Office, Lower Navy Hill, Saipan.

Interested parties can download this Request for Proposal (RFP) from the CHCC Website [[www.chcc.gov.mp](http://www.chcc.gov.mp)]. Once at the site, navigate to the Request for Proposals tab on the left navigation bar. Click on the URL for this **RFP22-CHCC/CGC-CCP-004**. 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 the 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 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 in part or its entirety this RFP, if it is in the best interest of the Corporation.

CHCC will enter a contract with the successful vendor 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 proposals and all supporting documents to Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at [chcc.procurement@gmail.com](mailto:chcc.procurement@gmail.com), no later than: **10:00am Chamorro Standard Time (CHST) on November 5, 2021**. All submissions must include the **RFP22-CHCC/CGC-CCP-004** and Project Title in the email subject. All documents must be submitted in Adobe PDF Format. All pages of the proposal must include the **RFP22-CHCC/CGC-CCP-004** and Project Title in the header, plus page number in the footer.

Hard copies of proposals, must be sealed, marked **RFP22-CHCC/CGC-CCP-004** and submitted in an original plus four (4) copies to Ms. Cora Ada, Office the Director, CHCC Division of Procurement and Supply, Medical Supplies Office, Lower Navy Hill, Saipan no later than **10:00am Chamorro Standard Time (CHST) on November 5, 2021**.

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 and subsequent inquiries shall be borne 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**

Any questions or requests for clarification should be directed to:

**Angelyn N. Palacios**  
**Crisis Counseling Program Manager**  
**Email: [angel.cgcdcm@gmail.com](mailto:angel.cgcdcm@gmail.com)**

and

**Corazon P. Ada**  
**Director of Procurement & Medical Supply office**  
**Email: [cora.ada@chcc.health](mailto: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

The review and selection process will be based on the full description of the nature of the services to be performed, experience, qualifications, quality customer service, reliability, and fee structure. Each proposal will be scored on a 100-point scale based on the following factors and criteria:

- a. Location and Proximity (25 points) – This criterion considers the proximity of the building/office space to Middle Road and Beach 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 the 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.

## VIII. SELECTION PROCESS

Proposals submitted will be evaluated, and selection will be made based on the evaluation criteria mentioned in Section VII. Upon selection, the successful service provider will be advised to negotiate the contract with CHCC. Should the negotiation 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 will be canceled and re-advertised.

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

Date: 10-20-21

Approved by:   
Esther L. Muna  
Chief Executive Officer

Date: 10/21/21