



**PROCUREMENT AND SUPPLY
COMMONWEALTH HEALTHCARE CORPORATION
INVITATION TO BID**

RFP22-CHCC/CGC-014

SUBMISSION DEADLINE: MAY 20TH, 2022 TIME: 10:00AM (CHST)

” RECOVERY SUPPORT SERVICES”

INTERESTED PARTIES CAN DOWNLOAD THIS INVITATION TO BID FROM THE CHCC WEBSITE [WWW.CHCC.HEALTH]. 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 (RFP)

COMMUNITY GUIDANCE CENTER -TREATMENT AND RECOVERY CLINIC

RFP22-CHCC/CGC-014

“RECOVERY SUPPORT SERVICES”

I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands, is soliciting proposals from qualified service providers that are interested in providing services for the following project needs: Recovery Support Services for the **Community Guidance Center-Treatment and Recovery Clinic**. This RFP package contains the necessary information and guidelines for interested service providers to develop and submit proposals.

II. NATURE OF WORK

During the period of the agreement, the prospective service provider is expected to work under the direction of CHCC-CGC management and staff at the identified location as specified in Section III of this RFP. The prospective service provider is expected to deliver the services in an efficient, trustworthy, and professional manner.

The prospective service provider must have experience to qualify for the award of the contract and be able to show proof of adequate and/or sufficient manpower, equipment, and financial resources to complete the scope of work as specified in Section IV of this RFP.

III. LOCATION OF WORK

Service Location: **Saipan, Northern Mariana Islands**

IV. DETAILED SCOPE OF WORK

Definitions

Recovery/Peer Support Services: Navigation, advocacy, and other support activities provided by a person who self identifies as having received addiction services and who has had a similar lived



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experience as the individual receiving the services. The services provided have been designed by peers for peers.

SCOPE OF WORK

Scope: Key Service Components Adult Peer Support Specialists

Target Population: Individuals accessing Recovery Services through organizations within the CNMI Blue Ribbon Initiative Consortium (i.e., CNMI Drug Court Program, CGC Treatment and Recovery, Substance Abuse, Addictions, and Rehabilitation Program, etc).

Service Components:

- Peer Support Specialists: Support individuals experiencing an addiction and/or may be under the influence of substances. Must have lived experience specific to addictions and navigation of treatment and support resources.

Scope of Work

- Provide peer support services to the target population listed above.
- Provide short-term support using a whole health approach not only addressing issues of addiction and mental health, but spiritual and physical health as requested by the individual.
- Provide peer support to individuals experiencing a mental health crisis.
- Assist and support individuals in navigating appropriate service systems and identifying resources.
- Work in a collaborative process with Treatment Providers.
- The potential Contractor (PC) must participate in State Peer advisory and planning meetings as requested or needed.
- Develop a budget for Peer Support Services for planning and implementation

Staffing

At a minimum, an effective Addictions Recovery Center requires the following paid staff:



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- One full-time Senior Peer Services Coordinator, in effect, the — “director” of the Peer Support Services Provider. Ideally, this person will be intimately familiar with the local recovery community and knowledgeable of all local social services, businesses, faith-based organizations and neighborhoods. This person should also have strong fund-raising experience as well as some management experience.
- One Associate Peer Services Coordinator to assist the Senior Peer Services Coordinator
- (Upon selection, must be able to hire at least 2 more Peer Services Coordinator (paid or volunteer)

The Senior Peer Services Coordinator will be given an annual budget to provide programming, training, workshops and social events. The Senior Peer Services Coordinator is responsible for planning, implementing and supervising a comprehensive schedule of events, activities, and support services to fulfill the mission of the Program. The paid staff and selected volunteers of the Peer Support Service Provider will participate in local and statewide fundraising activities. The staff will be representative of the recovering community, whether it be their personal addiction recovery, professional involvement in addictions and recovery, or being a part of a close friend or family member’s recovery. Paid and volunteer staff will also have on-going training and involvement in cultural competency, lifespan development issues, race and ethnicity, immigrant population concerns, sexual orientation and sexual identity issues.

Volunteers

Volunteers are a number one resource and similarly, the Peer Support Service Provider will adopt this approach. The Peer Support Service Provider will make an outstanding effort to recruit, screen, train, engage, supervise and recognize volunteers. Volunteers will be representatives of the community that the Peer Support Service Provider will serve with.

Programming

- All program efforts by the Peer Support Services Provider will be overseen by the paid staff and are influenced by the Peer Support Services Board and the local recovery community.



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- Recovery coaching that includes peer one-on-one interaction will be an integral part of the Peer Support Services.
- Employment support will be provided to individuals in recovery to help build personal recovery capital.
- Peer volunteers will deliver training and will have been trained to conduct such education programs.
- Organize and/or host social activities that are member and committee driven and supported by peer volunteers.
- Develop and execute a contingency management program that will provide incentives for abstinence, building skills to resist drug use, replacing drug-using activities with constructive and rewarding activities, improving problem-solving skills, and facilitating better interpersonal relationships.
- Monthly membership meetings will be held.
- A monthly schedule of activities will be published. This schedule will be posted prominently in the Peer Support Services Provider’s office space itself and available on the internet.
- The Provider will host an event during the month of September that promotes the National Alcohol and Drug Addiction Recovery Month in the local community.
- Identify professional services to train and certify up to 50 aftercare clients
- Provide monthly progress reports to CGC on expenditures and services provided (i.e., number of clients served, trainings completed, incentives used, peer support certifications, etc.)

Additional Requirement:

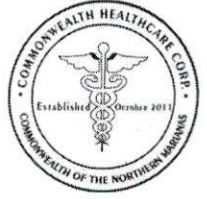
The prospective service provider must:

- A. Be volunteer-driven and member-inspired on peer support.
- B. Have clear policies and procedures that are readily available to the membership and reviewed every year.
- C. Have Rules of Conduct clearly posted.



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- D. Have all staff and appropriate volunteers be trained to utilize the internet to access services for individuals in recovery.
- E. Have a Community Resources Book with pertinent forms and applications to be updated quarterly.
- F. Publish a quarterly newsletter detailing past activities and events. The newsletter will serve to publicize future activities and events.
- G. Develop a basic website for the Peer Support Services Program which posts hours, contact information, schedule of events and other related information. There are many inexpensive web-hosting services available that can be utilized for this purpose.
- H. Be Americans with Disabilities Act (ADA) compliant.
- I. Have all staff and volunteers adhere to the highest form of confidentiality, safeguarding patient/client records, data, and information (i.e., HIPAA and 42 CFR Part 2)
- J. Welcome and support all recovery pathways that sustain mental health and abstinence from addiction including medications, faith-based organizations and activities, sports and recreation activities, etc.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals must be submitted to Medical Supply Office and 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)
2. Statement of company's capabilities and experience
3. Overall service plan and approach to project, including estimated timeline for completion, and itemized furnishing costs
4. Proposed fee for the scope of work (refer to Section IV)
5. List of a minimum of three (3) references (arrange references from most recent projects)
6. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel).
7. Copy of current business license valid in the CNMI, 50 United States, or other US territories



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8. Proof of professional liability insurance of at least \$100,000.00 if you have more than ten employees
9. Copy of Company's Financial Statement
10. 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. Budget Planning Guide

Approved travel expenses will be reimbursed at the local CNMI government rates:

- \$175.00 per diem inclusive of taxes, accommodations, and meals
- \$70.00 a day for car rental
- \$3,000.00 flight cost ceiling to and from the CNMI
- \$90.00 flight cost ceiling between Saipan and Tinian

b. Posting of Proposal

Interested parties can download this *Request for Proposal (RFP)/ Invitation to Bid (ITB)* from the CHCC website [www.chcc.health]. Once at the site, navigate to **Request for Proposals** tab on the left navigation bar/ Click on the URL for this RFP22-CHCC/CGC-014. You will be required to enter data to allow us to track all requests for this opportunity.

c. General Provision

Until the selection process is completed, the content of this proposal will be held in strictest confidentiality 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



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reason and waive any defect in said proposals, negotiate with any qualified offers, or cancel in part or its entirety of this RFP, if it is in the best interest of the Corporation.

CHCC will enter a contract(s) with the successful service 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.

d. 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: **1000 hours (10am) Chamorro Standard Time on May 20th, 2022.**

Please note submission instructions:

- All submissions must include RFP# 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# and Project title in the header, plus page numbers in the footer.

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, CHCC Main Office, Saipan.

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

e. 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 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 said in bid, if in its sole opinion, to do so would be in the best interest of CHCC.



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f. Assurances of our Contract Agreement

Contractor certifies compliance with CMS QSO-22-07 Guidance for the Interim Final Rule-Medicare and Medicaid Programs; Omnibus Covid-19 Healthcare Staff Vaccination. This rule establishes requirements regarding COVID-19 vaccine immunization of staff among Medicare-and Medicaid-certified Providers and Suppliers. Proposers MUST fill out the attached COVID-19 Compliance Form marked as Exhibit I.

g. Questions, clarifications, or inquiries

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

Submit questions:

- Corazon P. Ada
Director, Procurement and Medical Supply Office
Email: cora.ada@chcc.health
Tel. No. 670-234-8950 ext. 3561

And/or

- TaAnn Kabua-Demapan
CGC QA Manager & Addictions Counselor
CHCC-Community Guidance Center
(670) 323-6560



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VII. EVALUATION CRITERIA

a. Technical Criteria

Award will be made to the proposer whose proposal is most advantageous to the Corporation considering the evaluation factors set forth below.

1. Experience in similar or related projects (15%) [refer to items in Section II A through J]
2. Demonstrate understanding and ability to meet requirements under the nature of work (15%)
3. Approach to the project
 - Proposal clearly indicates a thorough plan to complete all required activities and tasks under the scope of work (Activity 1: 15%, Activity 2: 15%, Activity 3: 15%, and Activity 4: 15%)
 - Proposal demonstrates plan and ability to complete all required activities and tasks under the scope of work in a timely manner (10%)

b. Cost Criteria

Price is also a factor for consideration and price will be evaluated in comparison with the overall merit of the proposals. Technical merit is more important than price and the Corporation reserves the right to award the contract other than the lowest priced proposal. As proposals become more equal in technical merit, the importance of price will increase.



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VIII. SUCCESSFUL VENDOR NOTIFICATION PROCESS

Upon 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 negotiation 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 will be cancelled and re-advertised.

Approved By: Dr. Esther L. Muna Date: 04/14/22
Dr. Esther L. Muna, PhD, MHA, FACHE
Chief Executive Officer

Approved By: Cora P. Ada Date: 4/14/22
Cora P. Ada
Director of Procurement & Supply



COVID COMPLIANCE

This applies to Bidders/Proposers



Compliance Requirements. COVID-19 PROOF OF VACCINATION

Pursuant to CMS QSO-22-07 Guidance for the Interim Final Rule – Medicare and Medicaid Programs; Omnibus Covid-19 Healthcare Staff Vaccination – this rule establishes requirements regarding COVID-19 vaccine immunization of staff among Medicare and Medicaid certified Providers and “Suppliers”.

Contractor/Vendor’s Certification and Signature:

The undersigned certifies that it gives its assurances to comply with the foregoing provisions and its representations are accurate, complete and current.

(Signature)

Date: _____

(Typed or Printed Name)

(Title)