



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

**RFP23-CHCC/CGC-ZERO SUICIDE PROGRAM-004**

**SUBMISSION DEADLINE: DEC 23<sup>RD</sup>, 2022    TIME: 10:00AM (CHST)**

**“PROGRAM EVALUATION MONITORING, COMPLIANCE AND DATA  
COLLECTION”**

INTERESTED PARTIES CAN DOWNLOAD THIS REQUEST FOR PROPOSAL (RFP) 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  
1178 Hinemlu' Street, Garapan, Saipan, MP 96950



## REQUEST FOR PROPOSAL (RFP)

### RFP23-CHCC/CGC-ZERO SUICIDE PROGRAM-004 "PROGRAM EVALUATION MONITORING, COMPLIANCE AND DATA COLLECTION"

#### I. BACKGROUND INFORMATION

The Commonwealth of the Northern Mariana Islands (CNMI) includes a chain of 14 islands with three main inhabited islands – Saipan, Tinian, and Rota. The most recent U.S. Census conducted in 2010 reports the CNMI's population at 53,883, with about 60% representing adults who are 25 years of age and older. Eighty-nine percent of the CNMI population reside on Saipan, while 6% reside on Tinian and 5% reside on Rota. The two indigenous ethnic populations are Chamorros and Carolinians, and the official languages are English, Chamorro, and Carolinian. The CNMI's ethnic composition is reflected as follows: Native Hawaiian and Other Pacific Islanders total 35%; Asians total 50%; Whites, Blacks and Hispanics make up less than 3%; Others and those with Dual Ethnicities total 13%. The 2010 Census further notes that 52% of the CNMI population fall below the federal poverty level.

The CNMI Zero Suicide Project will be implemented on Saipan, Tinian, and Rota. The project structure will be parallel to the standard set up of our local government agencies, with the lead program based on Saipan and satellite programs in the two local communities of Rota and Tinian. The project will be administered through the Commonwealth Healthcare Corporation (CHCC) - Community Guidance Center (CGC) and will focus on implementing suicide prevention and intervention services and support for individuals 25 years of age or older. or complete the "project".

#### Goal:

The program aims to achieve the following goals: (1) implement evidence-based direct service interventions and supports aimed at effectively reducing the incidence of suicide; (2) build a leadership-driven, safety-oriented culture that will positively contribute to the implementation of suicide prevention and intervention efforts; (3) increase system-wide capacity to deliver effective suicide prevention and intervention services; and (4) improve the usefulness of data

surveillance systems to effectively inform suicide prevention and intervention efforts.

To achieve this goal, CHCC through Community Guidance Center (CGC) Zero Suicide Projection is seeking assessment and evaluation services to complete a Program Evaluation Monitoring, Compliance and Data Collection.

## **II. NATURE OF WORK**

During the period of the agreement, the prospective Contractor is expected to work under the direction of CHCC CGC Zero Suicide Program 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 Contractor 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**

Commonwealth Healthcare Corporation  
Zero Suicide Program Office  
Saipan, MP 96950

## **IV. DETAILED SCOPE OF WORK**

The general scope of work for the 2022-2023 Program Evaluation Monitoring and Compliance includes monitoring and data collection on current interventions, documenting culturally responsive adaptations, providing consistent and ongoing collaborative feedback and consultation of key process outcomes and technical assistance as needed for key staff on all project sites, i.e., Saipan, Tinian, and Rota.

### **1. Specific Tasks**

- a. Review evaluation plan
  - i. Review current evaluation plan that will address the required performance measures, process and outcomes questions
  - ii. Develop or edit data collection instruments
  - iii. Submit revised draft evaluation plan for review
  - iv. Submit final revised evaluation plan

- b. Implement evaluation plan
  - i. Implement evaluation plan
  - ii. Submit progress report
- c. Monitor and evaluate on-going state and community-level activities
  - i. Conduct process outcomes evaluation of population health strategies, evidence-based practices/programs, and direct service interventions
  - ii. Conduct outcome evaluation of population health strategies, evidence-based practices/programs, and direct service interventions
- d. Yearly Evaluation report
  - i. Develop and submit an evaluation report
  - ii. Present the evaluation findings to ZERO Suicide management and staff
- e. Provide training and technical assistance for program administration
  - i. Conduct training and technical assistance for program staff as requested

**2. Deliverables**

Phase 1: By January 30, 2022

- Submission of final revised evaluation plan

Phases 2 & 3: On going through March 30, 2026

- Process outcomes evaluation
- Outcome evaluation
- Progress reporting

Phase 4: March 30, 2023-March 30, 2026

- Develop, submit, and present the evaluation report at the end of each project year

Phase 5: On-going through March 30, 2026

- Provide training and technical assistance as requested by the program

**3. Task Period and Deliverable Schedule (Subject to Change as deemed necessary)**

<i>SOW Task #</i>	<i>Deliverable Title</i>	<i># Calendar Days After Award</i>
1	Review evaluation plan	30 days

2 & 3	<i>Implement evaluation plan</i> <ul style="list-style-type: none"> <li>• <i>Conduct key respondent interviews on the islands of Tinian and Rota</i></li> </ul>	On-going through the end of the project period (March 30, 2026)
4	<i>Yearly evaluation report</i>	Final report due by March 30, 2023
5	<i>Evaluation training and technical assistance</i>	As requested through the end of the project period (March 30, 2026)

\*\* Contractor(s) must be on-site at least 1 day each week to meet with program personnel for monitoring and compliance.

#### 4. CHCC Government Furnished Information

- a. The contractor will continue to collaborate with the CHCC: ZERO Suicide program throughout process and outcome evaluation phase to ensure proper security and collection of data and to have open communications.
- b. The contractor will participate in meetings with the ZERO Suicide program personnel to ensure consistent monitoring and compliance of program evaluation activities.
- c. The contractor will be provided the following:
  - i. Access to current data collection instruments, tools, and YSSP data (Monthly reports, SAMSHA SPARS, Direct Services Tracker, etc....,)
  - ii. Other supplies and documentation as needed

#### 5. Line Items to consider

- a. Travel funds to Rota and Tinian

#### V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

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

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. Overall service/work plan and approach to project, including estimated timeline for completion and itemized costs.
4. Proposed fee for the scope of work (refer to Section III)
5. List of a minimum of three (3) references (arrange references from most recent projects).
6. Copy of valid CNMI Business License and W-9; For Off Island Vendors – Valid Business License plus W-9
7. Proof of insurance coverage for the contractor and property liability insurance in at least \$100,000.00.
8. 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) from the CHCC Website [www.chcc.health]. Once at the site, navigate to the RFP tab on the left navigation bar. Click on the URL for this You will be required to enter the date 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 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(s) with the successful vendor 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](mailto:chcc.procurement@gmail.com), no later than **10:00AM December 23, 2022 Chamorro Standard Time (CHST)**.

Proposers may opt to submit (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 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**

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:

- Ana Ada  
Program Manager  
Email Add: [ana.ada@chcc.health](mailto:ana.ada@chcc.health)  
Tel No. 670-788-3969

Or

- Corazon P. Ada  
Director, CHCC Division of Procurement & Medical Supply Office  
Email Add: [cora.ada@chcc.health](mailto:cora.ada@chcc.health)  
Tel No. 670-234-8950 ext 3561

**VII. EVALUATION CRITERIA**

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

**a. Technical Criteria**

1.	Qualification	25%
2.	Experience	25%
3.	Project Approach	30%
4.	Cost	20%

**TOTAL POINTS** **100%**


**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.



VIII. SUCCESSFUL VENDOR NOTIFICATION 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:  Date: 12/9/22  
Esther L. Muna, PhD, MHA, FACHE  
Chief Executive Officer

Approved By:  Date: 12/9/22  
Corazon P. Ada  
Director of Procurement & Supply