



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

RFP22-CHCC/NCDB-027

SUBMISSION DEADLINE: OCT. 17TH, 2022 TIME: 10:00AM (CHST)

“NCD-CHW 2022 PROGRAM EVALUATION”

INTERESTED PARTIES CAN DOWNLOAD THIS REQUEST FOR PROPOSAL 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' St, Garapan, Saipan, MP 96950



REQUEST FOR PROPOSAL (RFP)

NON-COMMUNICABLE DISEASE BUREAU (NCDB)

RFP22-CHCC/NCDB-027

"NCD-CHW 2021 PROGRAM EVALUATION"

I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation through Non-Communicable Disease Bureau (NDB) Program, is seeking proposals from a qualified vendors with the primary objective of providing

As a requirement of the Community Health Worker Grant NU58DP007028 DP21-2109, the CHW program under the Non-Communicable Disease Bureau is looking for a program evaluator to develop evaluation tools, monitor and ensure compliance of the approved evaluation plan for the program. The CHW program is a newly established program and therefore, will require attention to process and outcome evaluation outcomes.

II. OBJECTIVES

In accordance with the terms and conditions of the Indefinite Delivery/Indefinite Quantity (IDIQ) contract, the Contractor shall perform the work of this Task Order (TO) for the Commonwealth Healthcare Corporation's (CHCC) Non-Communicable Disease Bureau (NCDB) Community Health Worker Program to provide evaluation services as identified by the Centers for Disease Control and Prevention (CDC).

III. LOCATION OF WORK

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

IV. DETAILED SCOPE OF WORK

The general scope of work for the 2022 Program Evaluation includes developing evaluation tools for process, impact, and outcome evaluation, data collection on current and proposed interventions, providing consistent and ongoing feedback, training staff on evaluation methods and tools to build capacity, and providing technical assistance for staff on Saipan, Tinian and Rota

TASKS:

- a. **Develop evaluation tools**
 - a. Review current tools
 - b. Develop or modify culturally appropriate tools for program
 - c. Pilot use of tools
 - d. Work with project director and program coordinator to establish data collection indicators and outcomes measures
- b. **Implement evaluation plan**
 - a. Implement evaluation plan
 - b. Submit required progress reports to project director and program coordinator
 - c. Oversee the launch and usage of evaluation tools/instruments
- c. **Train staff of evaluation tools**
 - a. Conduct training and technical assistance for program staff as requested
- d. **Monitor and evaluate program activities**
 - a. Conduct process, outcome and impact evaluation of program indicators and strategies
 - b. Conduct process, outcomes and impact evaluation of program staff
- e. **Program Reporting**
 - a. Develop and submit program mid-progress and overall evaluation report to project director and program coordinator
 - b. Present evaluation findings to NCD Bureau staff
- f. **Consult staff on recommendations for YR 2 evaluation**
 - a. Consult and/or provide technical assistance, as needed, to program staff for Saipan, Tinian and Rota

SOW Task #	Deliverable Title	# Calendar Days After Award
1	Review current evaluation plan inclusive of measurement indicators	30
2	Develop or modify evaluation instruments/tools	30
3	Implement evaluation plan using tools developed or modified	On-going through the end of the project period (August 2023)
4	Conduct Yearly Evaluation Report	At the end of the project year (July-August 2023)
5	Technical Assistance and Training	On-going through the end of the project period on an <i>as needed</i> basis (August 2023)

**Contractor(s) must be on-site at least once per week or once every two weeks to meet with program personnel for monitoring and compliance

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals submitted by the prospective vendors to the Medical Supply Office must include all items listed below. Incomplete proposals may not be considered.

1. Proposed Fee (refer to Section IV)
2. Overall plan and approach to the project, including timeline for completion and itemized costs.
3. List of minimum of three (3) references (arrange references from most recent projects)
4. The name of the authorized personnel to negotiate the proposal and contact (should also be the contact personnel.)
5. Copy of valid CNMI Business License
6. Proof of Professional liability insurance of at least \$100,000
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.

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 Request for Proposals tab on the left navigation bar. Click on the URL for this **RFP22-CHCC/NCDB-027**. 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 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 October 17, 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:

- **Amber Mendiola**
- **Administrator, Non-Communicable Disease Bureau**
- **Email: ambeer.mendiola@chcc.health**

Or


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

VI. EVALUATION CRITERIA

- a. Qualification, Experience, and Technical Capacity/Expertise (40%)
- b. Methodology, Approach & Project Timeline. (40%)
- c. Cost Reasonableness (20%)

VII. 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: 09/14/22
Esther L. Muna, PhD, MHA, FACHE
Chief Executive Officer

Approved By:  Date: 9/14/22
Cora P. Ada,
Director of Procurement & Supply