



Commonwealth Healthcare Corporation  
Commonwealth of the Northern Mariana Islands  
1178 Hinemlu' Street, Garapan, Saipan, MP 96950



## REQUEST FOR PROPOSAL (RFP)

### NON-COMMUNICABLE DISEASE BUREAU (NDCB)

RFP22-CHCC/NCDB-028

### "NCD/CBH AND RISK FACTOR HYBRID SURVEY"

#### I. BACKGROUND INFORMATION

In 2016, the Commonwealth Healthcare Corporation (CHCC), in collaboration with stakeholders, implemented the CNMI Behavioral Risk and Non-Communicable Diseases and Risk Factor Surveys. These assessments were conducted to showcase the health status of the adult population in the CNMI. This year, CHCC plans to implement the two surveys as a hybrid assessment called the CNMI Behavioral Health/Non-Communicable Disease Hybrid Survey. The CBH/NCD Hybrid Survey will gauge substance use, nutrition, physical activity, anthropometrics, biometrics, and general health factors. This RFP package contains the necessary information and guidelines for interested vendors to develop and submit proposals.

#### II. NATURE OF WORK

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 for the Commonwealth Healthcare Corporation's (CHCC) Non-Communicable Disease Bureau (NCDB) as described below. The Contractor will carry out the 2021 NCD Hybrid Survey in regards to:

- a. Complete the data collection phase for the 2021 NCD Hybrid Survey
- b. Hire and train enumerators
- c. Ensure proper data collection
- d. Oversee completion of data collection

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 RFP. 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 RFP.

### **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 2021 NCD Hybrid Survey includes survey tool development, survey implementation, secure data collection and storing, and strong collaboration with CHCC to ensure data protocols are followed and supplies and equipment are used and stored properly.

#### Specific Tasks

- a. Survey Maps
  - i. Develop maps to randomly select which households shall be surveyed
  - ii. Including barracks, apartment complexes, and tent houses
- b. Enumerators
  - iii. Hire 30 enumerators (5-Tinian, 5-Rota, 20-Saipan)
  - iv. Ensure proper hiring protocols to pay by household survey completion
  - v. Collaborate with CHCC to train enumerators on using survey tool, supplies and equipment
- c. Survey Tool
  - vi. Ensure enumerators are utilizing and updating survey tool at every household
  - vii. Administer survey
  - viii. Pilot survey tool
- d. Analytical Plan
  - ix. Develop analytical plan for survey assessments
  - x. Provide periodic data analysis
- e. Endorse all tools, supplies, equipment and electronic data updates no more than 30 days after the completion of the data collection phase.

1. Deliverables

Phase 1

1. Finalize village sample maps
2. Hire enumerators
3. Work with NCD Hybrid Survey Team to finalize use of survey tool, data protocol and data security

Phase 2

1. Ensure enumerators complete survey implementation training
2. Conduct pilot survey

Phase 3

1. Launch data collection in Saipan, Tinian and Rota
2. Complete 1770 household surveys overall

Phase 4

1. Develop preliminary and final survey report

2. Task Period and Deliverable Schedule

<i>SOW Task #</i>	<i>Deliverable Title</i>	<i># Calendar Days After Award</i>
1	<ul style="list-style-type: none"><li>- Finalize village and household sample maps</li><li>- Hire enumerators</li><li>- Develop data dictionary, methodology write up, and data collection project plan</li></ul>	45-60 days
2	<ul style="list-style-type: none"><li>- Train enumerators</li><li>- Pilot survey tool</li><li>- Finalize maps and survey tools</li></ul>	90
3	<p>Launch data collection phase</p> <ul style="list-style-type: none"><li>- Complete 590 surveys 30 days after launch</li><li>- Completes all 1770 surveys by 90 days after launch</li></ul>	180

4	- Provide all 2021 NCD Hybrid Survey data, instruments, supplies, reports/write ups and equipment	30 days after completion of data collection
---	---	---

**3. CHCC Government Furnished Information**

- f. The contractor will continue to collaborate with the CHCC/NCDB throughout the data collection phase to ensure proper security and collection of data and to have open communications.
- g. The contractor will participate in meetings with the 2021 NCD Hybrid Survey Team to remain abreast of changes or updates for the survey
- h. The contractor will be provided with the following GFI:
  - xi. Survey questions
  - xii. Tablets to implement the survey. Tablets will be provided back to the NCDB after the data collection phase is completed
  - xiii. Stadiometers, weight scales, showcards, Rapid A1c kits, and other supplies to support survey implementation. All supplies and equipment will be provided back to the NCDB after the data collection phase is completed
  - xiv. Uniforms for the enumerators
  - xv. Travel funds for survey trainers to train enumerators on Rota and Tinian
  - xvi. Access to the 2016 NCD Hybrid Survey documents and reports
  - xvii. Access to the sample data protocol and data dictionary already drafted
  - xviii. Other supplies and documentation as needed

**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. Staffing plan to support the items outlined in the Scope of Work and deliverables sections.
- 4. Performance Measurement Plan
  - a. Performance Measurement Plan must include:

- i. Performance measure and target for print and digital media
  - ii. Frequency that performance data will be collected
  - iii. How performance data will be reported to the CHCC
  - iv. How quality of performance will be assured
  - v. How performance measurement will yield findings to demonstrate progress towards achieving community awareness.
5. Overall service/work plan and approach to project, including estimated timeline for completion and itemized costs.
6. Proposed fee for the scope of work (refer to Section III)
7. List of a minimum of three (3) references (arrange references from most recent projects).
8. Listing of Board of Directors or Officer, if applicable, and number of employees in the last three (3) years.
9. Listing and type of equipment to be used in this project.
10. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel).
11. Copy of valid CNMI Business License.
12. Proof of insurance coverage for the contractor and property liability insurance in at least \$100,000.00.
13. Copy of the Company's Financial Statement.
14. Samples of previous related or relevant work products.
15. 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](http://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 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 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](mailto:ambeer.mendiola@chcc.health)**

Or

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

**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	20
2.	Experience	30
3.	Project Approach	30
4.	Cost	20
<b>TOTAL POINTS</b>		<b>100 Points</b>


**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. 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 vendor 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 negotiation and select the next proposer, which in CHCC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the responsible proposers, the RFP 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  
Corazon P. Ada  
Director of Procurement & Supply