



**PROCUREMENT AND SUPPLY
COMMONWEALTH HEALTHCARE CORPORATION**

REQUEST FOR PROPOSAL (RFP)

**COMMUNITY GUIDANCE CENTER-PEDIATRICS MENTAL HEALTH CARE
ACCESS PROGRAM (PMHCA)**

RFP23-CHCC/CGC-PMHCA-010

SUBMISSION DEADLINE: MARCH 31st, 2023 TIME: 10:00AM (CHST)

“ASSESSMENT & STRATEGIC PLANNING”

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' Street, Garapan, Saipan, MP 96950



REQUEST FOR PROPOSAL (RFP)
**COMMUNITY GUIDANCE CENTER PEDIATRICS MENTAL HEALTH
CARE ACCESS PROGRAM (PMHCA)**

RFP23-CHCC/CGC-PMHCA-010
ASSESSMENT & STRATEGIC PLANNING

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 completing a comprehensive needs assessment and strategic plan for the **Community Guidance Center-Pediatrics Mental Health Care Access (PMHCA) Program**. 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 that it has the manpower, equipment, and financial resources to complete the scope of work as specified in Section IV of this RFP.

The prospective service provider must adhere to the basic requirements listed below:

- A. Have demonstrated experience conducting needs assessments and completing strategic plans within the last ten (10) years for US Government grant programs in communities with demographic characteristics similar to the CNMI;
- B. Have experience conducting process and outcome evaluation in a population size similar to the CNMI;
- C. Demonstrate knowledge and at least five (5) years of experience in service-delivery development and implementation in the mental or behavioral health areas;
- D. Must be detail-oriented and demonstrate strong analytical skills;

- E. Must demonstrate excellent scientific writing and oral communication skills;
- F. Must demonstrate effective use of quantitative and qualitative analytical and data management, and associated software expertise and experience;
- G. Must have good time management skills and be able to complete activities by established timelines;
- H. Must be able to perform the required face-to-face activities (meetings, review of hard copy program documents, presentations, etc.) on Saipan; For other tasks, must be able to meet with CGC staff remotely using vendor supported VoIP services such as, but not limited, to Zoom, Skype, Google Hangouts.
- I. Provide evidence of credibility of professional work relevant to performing and completing needs assessments and strategic plans;
- J. Have no adverse or ongoing legal actions regarding the alleged or proven negative performance of their services, be neither suspended or barred from contracting with the federal government, and shall not be in a probation status with other federal grant programs;
- K. Comply with all applicable Privacy Act requirements and individual confidentiality provisions;
- L. Comply with federal and non-federal entity disability and civil rights laws, requirements and provisions (including providing equal access and reasonable accommodations);
- M. Maintain privacy and confidentiality of all client records;

III. LOCATION OF WORK

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

IV. DETAILED SCOPE OF WORK

Purpose of Project:

The Commonwealth Healthcare Corporation-Community Guidance Center received funding from the Health Resources and Services Administration to develop and implement the CNMI PMHCA Program. The CNMI PMHCA Program will support the integration of behavioral health services and activities within pediatric primary care settings. The project goals include the following:

1. Enhance the system infrastructure to integrate behavioral health into pediatric primary care.
2. Increase the pediatric primary care workforce capacity and resources to access or provide behavioral health intervention.
3. Monitor and evaluate project activities for efficiency and sustainability.

The project aims to accomplish the program goals listed in the funding opportunity. The CNMI PMHCA project goals and objectives have been developed through the review and integration of the funding opportunity goals listed below:

1. Increase the availability and accessibility of statewide and regional networks of pediatric mental health care teams composed of child and adolescent psychiatrists, licensed mental health

professionals, and case coordinators through telehealth consultation and referral to pediatric PCPs and other providers caring for children and adolescents with behavioral disorders, such as developmental-behavioral pediatricians, pharmacists, and occupational therapists.

2. Conduct training and provide technical assistance to pediatric primary care providers and other providers to enable them to conduct early identification, diagnosis, and treatment for children and adolescents with behavioral health conditions.

3. Provide information and assist pediatric and other providers in accessing pediatric mental health care providers, with the overarching goal of providing timely detection, assessment, treatment, and referral of children and adolescents with behavioral disorders through telehealth, using evidence-based practices and methods such as web-based education and training sessions.

4. Improve access through telehealth to treatment and referral services for children and adolescents with identified behavioral disorders, especially those living in rural and other underserved areas.

5. Focus on achieving health equity related to racial, ethnic, and geographic disparities in access to behavioral health care, especially in rural and other underserved areas.

6. Establish and sustain the use of telehealth technologies, modalities, and care models.

Project Period:

Upon issuance of a Notice to Proceed (NTP), all deliverables must be completed by September 29, 2023.

Deliverables:

The service provider must conduct a comprehensive pediatric behavioral health needs assessment to identify unmet needs, health disparities, current and needed behavioral health resources, service gaps, workforce development needs, social marketing needs, and sustainability needs.

The service provider will also provide training and technical assistance for the development of a program strategic plan.

The needs assessment and strategic plan must be designed to inform the program design and provide a structure to achieve the goals and objectives. The services will encompass the following required activities, tasks, and deliverables:

Activity 1: Development of needs assessment plan			
Task(s)	Task Description	Deliverable(s)	Timeline
a. Conduct program review	Conduct at least one face-to-face meeting with PMHCA Program Manager and CGC/PMHCA Leadership to assess/review and	Meeting summary	Within 2 weeks from the issuance of the NTP

	<p>discuss the program background (goals/objectives), activities, progress/challenges, discuss purpose of needs assessment, intended outcomes, needs, available data sources, planned technical approach and methodology.</p> <p>A meeting summary, including a list of action items, must be submitted to the PMHCA Program Manager within 3 days after the meeting.</p>		
<p>b. Develop a needs assessment plan that addresses the agreed components.</p>	<p>The needs assessment plan may be in a combination of narrative and table format and must contain detailed descriptions of the following:</p> <ol style="list-style-type: none"> (1) Project background (program goals/objectives) (2) Purpose of needs assessment (3) Technical approach (4) Activities/tasks (linked to outcomes) (5) Assessment design (indicators, sample size, methods, data collection tools/sources) (6) Timeline 	<p>Needs assessment plan</p>	<p>Within 3 weeks from the issuance of the NTP</p>
<p>c. Develop data collection instruments</p>	<p>Assess available data instruments and sources; develop any additional data collection instruments (surveys, interview questions, spreadsheets, etc.)</p>	<p>Data collection instruments</p>	<p>Within 4 weeks from the issuance of the NTP</p>

	necessary to adequately address evaluation questions/outcomes; obtain written approval from the PMHCA Program Manager prior to implementation of data collection instruments.		
d. Present needs assessment plan	<p>Conduct at least one face-to-face meeting with PMHCA Program Manager and CGC/PMHCA Leadership to provide an oral presentation of the needs assessment plan.</p> <p>The PMHCA Program Manager may request for revisions in order to adequately and completely meet the delineated required components.</p>	Needs assessment plan	Within 4 weeks from the issuance of the NTP
e. Submit needs assessment plan for approval	<p>Submit electronic and hard copies of the needs assessment plan to the PMHCA Program Manager for approval.</p> <p>The needs assessment plan must be signed by the PMHCA Program Manager and CGC Director prior to implementation.</p>	Needs assessment plan (signed by PMHCA Program Manager and CGC Director)	Within 4 weeks from the issuance of the NTP

Activity 2: Conduct needs assessment			
Task(s)	Task Description	Deliverable(s)	Timeline
a. Implement needs assessment plan	Implement all components of the needs assessment plan	Needs assessment plan	Upon approval of needs assessment plan, Continuous (until June

	consistent with the approved timeline.		30, 2023)
b. Progress reporting	Submit electronic and hard copies of written progress reports and conduct oral presentation of the progress report to the PMHCA Program Manager every two weeks upon the commencement of the needs assessment; written progress reports should clearly state the following: (1) Activities/tasks completed/progress made (2) challenges encountered (3) Activities/tasks pending (4) Any request for changes in the needs assessment plan	Progress reports	Every 2 weeks from approval of needs assessment plan

Activity 3: Submission of formal needs assessment report			
Task(s)	Task Description	Deliverable(s)	Timeline
a. Develop and submit a formal written report	Develop and submit a formal written report of the needs assessment to include, but not be limited to, the following required components: (1) Cover Page (to include a signature from an authorized representative from the service provider organization) (2) Table of Contents (3) Executive Summary (4) Method (and tools) of Data Collection	Written needs assessment report	By June 30, 2023

	<p>(5) Method (and tools) of Data Analysis (6) Data Reporting Format (7) Assessment Methodology (8) Findings (including progress/challenges/limitations) (9) Recommendations (10) Conclusion</p> <p>Electronic and hard copy versions of the formal written report must be submitted to the PMHCA Program Manager.</p>		
--	---	--	--

Activity 4: Presentation of needs assessment report			
Task(s)	Task Description	Deliverable(s)	Timeline
a. Develop a PowerPoint presentation of the needs assessment report	<p>Develop a PowerPoint presentation version of the needs assessment report to include, but not be limited to the following required components:</p> <p>(1) Purpose of needs assessment (2) Needs assessment plan (3) Method (and tools) of Data Collection (4) Method (and tools) of Data Analysis (5) Assessment Methodology (6) Findings (including progress/challenges/limitations) (7) Recommendations (8) Conclusion</p> <p>The PowerPoint</p>	PowerPoint Presentation	By July 30, 2023

	presentation is intended to be an audience-friendly, simplified version of the written comprehensive report and must be able to be presented in no more than 2 hours.		
b. Submit PowerPoint presentation	Submit an electronic copy of the PowerPoint presentation to the PMHCA Program Manager to review for required approval. The PMHCA Program Manager may request for revisions in order to adequately and completely meet the delineated required components.	PowerPoint presentation file	By July 30, 2023
c. Conduct face-to-face presentation of PowerPoint presentation	Conduct at least one face-to-face presentation of the PowerPoint presentation to the PMHCA Program Manager and staff and any other appropriate CGC/CHCC staff.	PowerPoint presentation file	By July 30, 2023

Activity 5: Development of strategic plan			
Task(s)	Task Description	Deliverable(s)	Timeline
a. Meet with PMHCA Program Manager and key stakeholders.	Conduct at least one face-to-face meeting with PMHCA Program Manager and key stakeholders to discuss purpose and design of the strategic plan. A meeting summary, including a list of action items, must be submitted to the PMHCA Program	Meeting summary	By July 30, 2023

	Manager within 3 days after the meeting		
b. Provide training and technical assistance for strategic plan development.	Provide training and technical assistance necessary for the collaborative development of the strategic plan.	Training materials/resources	By August 30, 2023
c. Develop strategic plan.	Work collaboratively with PMHCA staff and key stakeholders to develop strategic plan.	Strategic plan	By September 29, 2023
d. Submit strategic plan	Provide an electronic copy of the final strategic plan to PMHCA Program Manager for approval.	Strategic plan	By September 29, 2023

Any changes or revisions to any part of approved documents must be clearly noted on a separate revised version of the original documents (Revision #2, etc.). Any changes or revisions to any part of approved documents must be approved in writing by the PMHCA Program Manager and CGC Director.

The components utilized or produced from the evaluation will remain the sole property of CHCC. CHCC reserves the right to publish or utilize the written report or any other component of the evaluation for the benefit of the corporation's programs and services. The service provider may not utilize any components of the evaluation process and results without the written approval of the CHCC Chief Executive Officer.

Government Furnished Products:

The CHCC-CGC PMHCA Program will provide access to electronic and hard copy data collection instruments and reports, program service delivery documents, grant proposal and award documents, and other documents necessary to adequately respond to the required evaluation areas. The CHCC-CGC PMHCA Program will assist with the coordination of necessary interviews and/or meetings with appropriate staff and stakeholders. In order to adhere to CHCC/CGC client confidentiality policies and procedures, the service provider will be required to sign all relevant confidentiality forms and agreements and agree to abide by all federal and local confidentiality policies and procedures.

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 and W-9
8. Proof of professional liability insurance of at least \$100,000.00
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)* 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 (RFP19-CHCC/CGC-PMHCA-010). 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 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 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 **10:00AM March 28th, 2023 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.

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.

f. 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:

- Cora P. Ada
Director, Procurement & Supply
Email: cora.ada@chcc.health
Tel No. 670-234-8950 ext 3561

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.

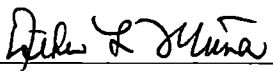
1. Experience in similar or related projects (20%) [refer to items in Section II a through m]
2. Demonstrate understanding and ability to meet requirements under the nature of work (20%)
3. Approach to the project (60%)
 - Proposal clearly indicates a thorough plan to complete all required activities and tasks under the scope of work (35%)
 - Proposal demonstrates plan and ability to complete all required activities and tasks under the scope of work in a timely manner (25%)


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 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:  Date: 03/13/23
Esther L. Muna
Chief Executive Officer

Approved By:  Date: 3/13/23
Cora Ada
Director of Procurement & Supply