



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

RFP24-CHCC/HIT-001

SUBMISSION DEADLINE: NOV. 27TH, 2023 TIME: 10:00AM (CHST)

“INSTALLATION OF SECURITY DOOR SYSTEM”

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
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



HEALTH INFORMATION TECHNOLOGY REQUEST FOR PROPOSAL (RFP)

“INSTALLATION OF SECURITY DOOR SYSTEM” RFP24-CHCC-HIT-001

I. BACKGROUND INFORMATION

Commonwealth Healthcare Corporation (CHCC) oversees the Commonwealth Health Center (CHC) which is an 86 bed, Medicare certified hospital located on the island of Saipan, in the Northern Mariana Islands (CNMI). The Two-level hospital opened in 1986. The hospital's scope of services includes an Emergency Dept., Laboratory, Pharmacy, Obstetrics, Post-partum, Neonatal Intensive Care Unit, Surgery, General Medicine, Pediatrics, Dialysis Unit, Oncology Center and various outpatient clinics.

The Commonwealth Healthcare Corporation (CHCC), is soliciting proposals from qualified vendors for the supply and installation of Security Doors and the Expansion of the Visionis Electric Lock Systems on our premises.

CHCC would like to procure Visionis in particular, the connectivity for Visionis is IP-based, therefore it is able to remotely monitor, activate, and deactivate doors and user access. Its network capability will allow us to remotely manage and retrieve real-time activity from the security doors. In addition, if employees leave CHCC without surrendering their card, the controller is able to deactivate the card without physical access to it.

This RFP package contains the necessary information and guidelines for interested vendors to develop and submit proposals.

II. NATURE OF WORK

During the period of the agreement, the prospective contractor is expected to work with CHCC staff at the identified locations 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 the 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

Activities as indicated in the scope of work and service specifications (section IV), shall be completed in the following locations:

- HIT/Hospital Administration: Health Information Technology Office
- IDF1: Family Care Clinic Intermediate Distribution Frame IDF 1 Room
- IDF2: Outpatient Clinic IDF 2 Room
- IDF3: Hemodialysis IDF 3 Room
- IDF4: Administration Building IDF 4 Room
- PBX: Telecommunications Room

IV. DETAILED SCOPE OF WORK

The scope of work for this RFP includes the following:

- a. Uninstallation and Installation of Doors: The vendor must uninstall the existing doors and install the new security doors at specified locations. The vendor must ensure that all equipment and parts required for the removal and installation of doors are provided.
- b. Inspection of door frames: During the required site visit assessment, the vendor shall inspect structural deficiencies and include remediation solutions, including the pricing, in the proposal.
- c. Sealing of Holes: The vendor must seal all holes that occurred from the installation with fire-retardant silicone and paints to ensure fire safety.
- d. Polishing and Cleaning: The vendor must ensure that the doors are polished and clean, and that the area is cleared of any debris after installation
- e. Coordination with Facilities, Maintenance, and Infection Control: The vendor must coordinate with Facilities, Maintenance, and Infection Control before the start of the project to ensure compliance with ICRA requirements. The vendor must also ensure that, before any work commences, the surroundings are sealed with plastic, tarp, etc. to quarantine dust, fibers, and other hazardous particles.
- f. Locations: There will be a total of six locations requiring security doors.
 - HIT/Hospital Administration: HIT Office - two (2) doors
 - IDF1: FCC IDF – one (1) door
 - IDF2: Outpatient Clinic IDF 2 Room - one (1) door
 - IDF3: Hemodialysis IDF 3 Room - one (1) door
 - IDF4: Administration Building IDF 4 Room one (1) door
 - PBX: Telecommunications Room - one (1) door
- g. For further location clarification, please reference the attached map.
- h. Installation of locks, networkable software panels, and keycard readers with pin pads: The vendor must install Visionis electric lock systems at the above-specified locations. The installation of the Visionis electric lock systems must include the following:
 - Electromagnetic locks
 - Networkable software panels with fire alarm integration
 - Pin pads and keycard readers
 - 100 blank keycards and an option to buy more at a later date
 - Software and/or hardware needed to program keycards with auditing and entry control/restriction

- Any other accessories or materials needed to ensure the electric lock systems are in full working order
- i. Compatibility of locks: The vendor must ensure the compatibility of the new locks with the current installation of Visionis hardware at CHCC. The same keycards must work for all doors specified above *and* the CHCC Main Distribution Frame doors.
- j. Main Distribution Frame (MDF) door compatibility: The access control panel in the MDF room can control two additional doors. It is strongly preferred that we connect the two HIT office doors (location 1) to this control panel.
- k. Fire alarm integration: The installed Visionis electric lock systems must integrate with CHCC's alarm system and be in compliance with all CHCC life safety requirements. The locks must fail-open in case of emergency.
- l. Delayed egress: The vendor must ensure that the delayed egress feature is disabled for all the installed locks, security doors and proximity sensors.
- m. Training and documentation material should be provided to CHCC's HIT department before the completion of the project.
- n. Cable installation and testing: The Vendor shall install CAT6 cabling from each of the Visionis controllers to the respective intermediate distribution frames. Cables must be terminated and tested by level 3 tester with printed results of passed.
- o. Equipment and supplies: The vendor must provide all equipment, supplies and services as needed for this project, including but not limited to: CAT6 cables (must be made in USA), piping/conduits, surface mounts, white wall moldings, cable ties, silicone, screws, etc.
- p. Timeline: The vendor must propose an acceptable timeline for the project.
- q. Warranty: The vendor must include a minimum of one (1) year warranty.
- r. Subcontracting: While subcontracting is permitted, the primary vendor shall retain full responsibility for coordinating all subcontracted work, ensuring seamless integration and timely completion of the project. The vendor will act as the primary point of contact and maintain overall project management.
 - a. Subcontractor qualifications, performance, and replacement: The vendor shall submit the qualifications and experience of their chosen subcontractor to be approved by CHCC. The vendor shall be fully responsible for the performance, quality, and deliverables of their subcontractor; any deficiencies in the subcontracted work will be considered the responsibility of the vendor.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All bids submitted by the prospective vendor must contain the following:

1. Company Profile: A detailed company profile outlining the vendor's experience in providing security doors electromagnetic lock systems.
2. Product Information: A detailed description of the security doors, including the type of material used, the thickness of the door, the locking mechanism, and any other features that enhance security. The vendor should also include a detailed specification sheet of all proposed electric locks, control panels, and pin pad card readers.
3. Installation Process: A detailed description of the installation process, including installation timelines, etc.
4. Warranty and Support: Information on the warranty period, after-sales support, and any maintenance requirements.
5. Price Proposal: A detailed pricing proposal that includes the cost of the doors, installation, and any additional materials and services.
6. Provide a Copy of CNMI Business License/W-9
7. Provide proof of General Liability Insurance

8. Financial Statement/Credit Line (FINANCIAL CAPACITY)
9. Proposed Fee for the scope of work (refer to Section IV) and payment plan
10. Name of authorized personnel to negotiate the proposal
11. Other information that may be helpful to the evaluation team.

VI. GENERAL AND ADMINISTRATIVE INFORMATION

a. Posting 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 **RFP24-CHCC/HIT-001**. You will be required to enter the date to allow us to track all requests for this opportunity.

b. Mandatory On-site assessment

A mandatory on-site assessment of the project area will be held on **November 1st, 2023 (Wednesday) at 09:00 AM**. Due to the locations of the work within the facility, all vendors are required to sign the attached **CHCC's Statement of Confidentiality**, marked as "Appendix A". All interested vendors must attend and may take measurements and ask additional questions.

General assembly will be at the IT Conference Room located right next to CHCC Gift Shop. Statement of Confidentiality Document will be collected prior to assessment.

c. 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 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.

d. Place, Date, and Time of Submission

Proposers shall submit proposals and all supporting documents to **Corazon P. Ada, Director, CHCC Division of Procurement and Supply, procurement@chcc.health no later than: 1000hrs (10am) Chamorro Standard Time on November 27th, 2023.**

Please note submission instructions:

- All submissions must include the **RFP24-CHCC/HIT-001** 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.

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 the instructions regarding the submission of RFP/ITB responses may result in the CHCC's choice to disqualify such proposals.

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 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.

f. 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.

g. Questions, Clarification, or Inquiries:

All questions or requests for clarification must be made in writing through email until close of business on **November 20, 2023**. No oral comment, response, answer, or direction from other CHCC Personnel is binding unless also furnished in writing to all prospective bidders by the CHCC's Procurement Director in the form of an amendment to the RFP.

Email all inquiries to:

> **Corazon P. Ada**
Procurement and Medical Supply Office
cora.ada@chcc.health

OR

> **Bel Busby**
Director health Information Technology
Bel.busby@chcc.health

h. 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 "Appendix B".

VII. EVALUATION CRITERIA

After the evaluation process, CHCC plans to make an award(s) to the vendor(s) whose proposal is most advantageous to the Corporation considering the evaluation factors set forth below

a. Project Approach/Management = 50%

Project management and technical approach - demonstrate understanding and ability to meet project requirements, deliverables, and timelines of the project

b. Technical criteria = 25%

Vendor and subcontractors, if subcontractors are used by the vendor, meet the minimum requirement of two years of experience in fabricating, installing, and providing service and repair for the proposed products

c. Features = 20% Features

Proposed systems should encompass the features outlined in the scope of work and more.


d. Cost = 5%

e. 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: 10/25/23
Esther L. Muna, PhD, MHA, FACHE
Chief Executive Officer

Approved By:  Date: 10/25/23
Cora Ada
Director of Procurement & Supply



Commonwealth Healthcare Corporation

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1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



CHCC/P&S (Appendix A)

STATEMENT OF CONFIDENTIALITY

During a contractor's access period to any CHCC/CHC facility, he or she may encounter access to various types of information relating to patients and/or to patient care, employee records and privileged CHCC/CHC information. All such information must be regarded as privileged, and proven violations of confidentiality will constitute cause for civil litigation.

This confidentiality of information is to be maintained at all times, whether or not the contractor is still at any CHCC/CHC premises.

CONTRACTOR'S ACCEPTANCE OF CONFIDENTIALITY STATEMENT

This is to confirm, that I have read and understand the above CHCC/CHC Statement of Confidentiality. I accept that I must hold such information confidential and I am aware that a proven violation of confidentiality shall constitute cause for civil litigation and other consequences regarding disclosure of protected information.

Signature of Contractor Staff

Date

Print Name of Contractor Staff

Date

P.O. Box 500409 CK, Saipan, MP 96950
Telephone: (670) 236-8201/2 FAX: (670) 233-8756



COVID COMPLIANCE

This applies to Bidders/Proposers

(Attachment B)

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)