



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

**Procurement of Magnetic Resonance Imaging (MRI) Equipment  
(Supply, Install, Train, Test, Commissioning and Preventive Maintenance Service)**

**RFP24-CHCC/ CAS-027**

**SUBMISSION DEADLINE: SEPTEMBER 6, 2024    TIME: 10:00AM (CHST)**

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**

**Procurement of Magnetic Resonance Imaging (MRI) Equipment  
(Supply, Install, Train, Test, Commissioning and Preventive Maintenance Service)**

**RFP24-CHCC/CAS-027**

**I. PURPOSE OF PROPOSAL:**

The Commonwealth Healthcare Corporation (CHCC) Radiology Department, located in the Commonwealth of the Northern Mariana Islands is soliciting proposals to supply, install, train, test, commissioning, and preventive maintenance service. This RFP package contains the necessary information and guidelines for interested vendors to develop and submit proposals.

**II. BACKGROUND AND OVERVIEW OF CHCC:**

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

**III. LOCATION:**

The property is located in Saipan at 1178 Hinemlu' St. Garapan.

**IV. SCOPE OF WORK for Magnetic Resonance Imaging (MRI) Equipment**

- 1) Supply brand new Magnetic Resonance Imaging (MRI) Equipment for the new MRI Facility.
- 2) Install and provide training specifications for physicians, technologists, therapist and state whether training is to be offsite, onsite or combination of both.
- 3) Test and Commission the new Magnetic Resonance Imaging (MRI) Equipment for the new MRI Facility.
- 4) Must confirm that the MRI will integrate with Hospital's EHR and Vital workstation; and must provide workflow diagram for these systems and a list of any and all interfaces that will be necessary, if any.

- 5) Provide Preventive Maintenance Service for the new Magnetic Resonance Imaging (MRI) Equipment
- 6) Provide 24-month warranty for the new Magnetic Resonance Imaging (MRI) Equipment and provide pricing for an extended warranty to cover five (5) years beyond manufacturer's original warranty.
- 7) Specify the length and duration of the on-site applications training.

## **V. DETAILED SPECIFICATIONS:**

### **SUPPLY, SHIPPING, INSTALLATION, TRAINING, TESTING, COMMISSIONING AND PREVENTIVE MAINTENANCE OF A NEW:**

- A. Magnetic Resonance Imaging (MRI) Equipment for the new MRI Facility.
  1. 0.55 to 1.5 Tesla strength
  2. Helium Free
  3. Large patient bore
  4. High-V MRI digitalization
  5. Automated workflow
  6. Integrated 3D camera for consistency in positioning
  7. Integrated respiratory sensors to reduce motion artifact and difficult imaging.
  8. Remote/Proactive Monitoring of key components/functions of the MRI to reduce unplanned downtime.
  9. The dedicated coils such as:
    - ❖ Contour Knee Coil
    - ❖ Breast Coil
    - ❖ Head Coil
    - ❖ Contour Coils for flexibility in imaging no matter the body region:
      - Contour S
        - Multi-purpose/Small Joints
      - Contour M
        - Multi-purpose/Large Joints
      - Contour L w/ Respiratory Sensors
        - Multi-purpose/Abdominal Imaging
  10. Provide drawings of floor plan details of the MRI equipment required/recommended space and set-up.

## **VI. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL**

All proposals submitted by vendors must contain the following:

1. Cover letter from Vendor stating interest and ability to successfully complete the above-described project.
2. Brief overall plan and approach to the RFP.
3. List of proposed Personnel and their Experience for this project.
4. The name of authorized personnel to negotiate the proposal fee (should also be the contact person)
5. Provide a copy of CNMI Business License (if applicable) and/or W-9 Form
5. Other information that the vendor thinks may be helpful.

## **VII. 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 **RFP23-CHCC/CAS-027**. 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 bid will be held in strictest confidence and no details of any bid 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 bids for any reason and waive any defect in said bids, 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.

### **c. 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, at [procurement@chcc.health](mailto:procurement@chcc.health) no later than: 1000hrs (10am) Chamorro Standard Time on September 6<sup>th</sup>, 2024.**

#### **Please note submission instructions:**

- All submissions must include the **RFP24-CHCC/CAS-027** 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.

**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 bids 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 & Inquiries:**

All questions or requests for clarification must be made in writing through email until close of business **September 3, 2024**. No oral comment, response, answer, or direction from other CHCC Personnel is binding unless also furnished in writing to all prospective bidders.

All emails must contain the RFP # and Project Title in the email subject.

Email all inquiries to:

Jesse M. Tudela, EdD  
Chief of Ancillary Services  
Email: [jesse.tudela@chcc.health](mailto:jesse.tudela@chcc.health)  
Tel: 670-234-8950 ext. 3101 Fax: 670-234-8930  
Or

Cora P. Ada  
Procurement Director  
Email: [Cora.ada@chcc.health](mailto:Cora.ada@chcc.health)  
Tel. 670-234-8950 ext. 3561

## VIII. EVALUATION CRITERIA

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

### a. Technical criteria

- i. 20% Qualifications, Experience and Expertise of Firm
- ii. 25% Technical approach to meet deliverables and meet timelines of the project.  
Must be financially stable and must have adequate equipment and tools.
- iii. 30% Proposed MRI Specifications as related to request – demonstrate understanding and ability to meet
- iii. 25% Cost Proposal

Total = 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.

**IX. SELECTION PROCESS**

Proposals submitted will be evaluated and selection will be made based on the evaluation criteria mentioned in Section VIII. Upon selection, the successful Contractor will be advised to negotiate their fees with CHCC. Should the negotiation fail to result in an agreement, CHCC reserves the right to cancel the negotiation and select the next Contractor, which in CHCC's opinion, is the most qualified proposer and based upon the Evaluation Results. If the contract is not agreed to with any of the responsible Contractors, the RFP will be cancelled and re-advertised pursuant to §140-80.1-210 Competitive Sealed Proposals.

Approved By: Esther L. Muna Date: 8/23/24  
↑ Esther L. Muna, PhD, FACHE, MHA  
Chief Executive Officer

Approved By: Cora Ada Date: 8/23/24  
Cora Ada  
Director of Procurement & Supply