



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

**RFP24-CHCC/CGC-016
"PROFESSIONAL SERVICES – CLINICAL
SUPERVISION"**

SUBMISSION DEADLINE: JULY 4th, 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' Street, Garapan, Saipan, MP 96950



REQUEST FOR PROPOSAL (RFP) COMMUNITY GUIDANCE CENTER

RFP24-CHCC/CGC-016 PROFESSIONAL SERVICES - CLINICAL SUPERVISION

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 identified and specific clinical supervision for the **Community Guidance Center (CGC)**. 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 the CHCC: CGC Clinical Services Director 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. Graduated from an accredited college with a Master or doctoral degree in psychology, counseling, marriage and family therapy, or social work from a counseling program accredited by the corresponding accrediting body: Council for Accreditation of Counseling and Related Educational Programs (CACREP), Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), Council on Social Work Education (CSWE) or the Canadian Association of Schools of Social Work, or from a college or university recognized by the U.S. Department of Education with an emphasis in mental health counseling or in another mental health field (psychology, clinical social work, etc.) accredited by an agency recognized by the U.S. Department of Education or Council for Higher Education Accreditation (CHEA) in counseling, psychology, or related field. Must be a licensed eligible degree.

- B. Must hold a full, unrestricted license from the CNMI Health Care Professions Licensing Board (HCPLB) without any order of limitation or discipline by another jurisdiction's regulatory body;
- C. Have demonstrated at least two years of experience conducting fulltime, postgraduate supervised clinical or counseling work experience in professional mental health counseling;
- D. Have completed a minimum of 3,000 total hours, including at least 1,000 client contact hours of supervised clinical experience;
- E. Have direct clinical experience working with individuals, couples, and families;
- F. Must demonstrate excellent scientific writing and oral communication skills;
- G. Must be able to perform the required virtual, telehealth, and/or face-to-face activities as specified using vendor supported VoIP services;
- H. Comply with all applicable Privacy Act requirements and individual confidentiality provisions including HIPPA;
- I. Provide evidence of credibility of professional work relevant to providing clinical supervision tasks and responsibilities;
- 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 federal and non-federal entity disability and civil rights laws, requirements and provisions (including providing equal access and reasonable accommodations);
- L. 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 as part of its clinical workforce development and monitoring responsibilities includes clinical supervision as a key workforce deliverable that aims to accomplish the following:

1. Promote the quality of the Behavioral Health (BH) workforce and essentially the quality of BH services;
2. Increase the number of CHCC: CGC certified and/or licensed certification and/or licensure Behavioral Health professionals;
3. Ensure clinical supervision requirements are met for unlicensed providers, providers in training, and providers in need of clinical consultation for complex cases.

Project Period:

Upon issuance of a Notice to Proceed (NTP), all deliverables must be completed as determined and detailed by the CHCC CGC Clinical Services Director per delineated task.

Deliverables:

The service provider must conduct clinical supervision that comprises the following:

- 1) Complete in-person or tele-supervision of six (6) to eight (8) counselors to include a minimum of two hours of supervision a week, per intern/associate, inclusive of individual and group supervision. Supervision meetings may be a combination of in person and tele-health session.
- 2) Provide clinical supervision for staff who conduct assessments and provide treatment of clients with psychosocial, physical, and mental health complications including but not limited to individuals with psychiatric conditions, clients with health/medical conditions and/or untreated or under-treated mental health or substance abuse condition, economic instability, legal problems, and inadequate care networks in place.
- 3) Provide supervision on the completion of client care plans and document interventions supporting progress toward collaborative goals.
- 4) Use evidence-based, clinically oriented, behavioral health interventions recognized by the Substance Abuse and Mental Health Service Administration (SAMHSA) as an Evidence-based Program or Practice (e.g. CBT, ACT, DBT, MI) and other EBPs listed on the National Registry of Evidence-based Program and Practices (NREPP).
- 5) Provide oversight and monitoring service plans and progress with assigned clients, case conferencing, identifying, and troubleshooting service issues.
- 6) Supervise the maintenance of documentation of provider activities including assessments, service plans and progress notes, and ensure that all notes are completed and co-signed.
- 7) Track and maintain all completed hours of individual and group supervision including missed sessions and cancelations, clinical experience, direct contact, and supervision hours.
- 8) Review records and information from various electronic health record systems to assess client needs and make treatment recommendations.
- 9) Report to the Director of Clinical Services any concerns that need to be addressed about the assigned provider.

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 CHCC CGC Clinical Services Director.

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

Government Furnished Products:

The CHCC: CGC will assist with the coordination of necessary introductions and meetings with appropriate leaders, providers, etc. 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 the Medical Supply Office and must include all items listed below. Incomplete proposals may not be considered.

1. Brief history and description of the licensed provider’s professional experience and professional work history (including the date the graduate degree was earned and experience working with special populations)
2. Statement of licensed provider’s clinical capabilities and experience working with complex cases and the setting of which those occurred.
3. Professional therapeutic model and approach to complex cases.
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 applicable professional, non-medical liability insurance of at least \$100,000.00
9. 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 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 for approved, selected provider(s), who are off-island.

b. 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 **Request for Proposals** tab on the left navigation bar/ Click on the URL for this RFP (RFP24-CHCC: CGC-016). 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 procurement@chcc.health, no later than **10:00AM July 4th, 2024 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

All questions or requests for clarification must be made in writing through email until close of business June 25, 2024. 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.

- Reyna Saures
Director, Community Guidance Center
Email: reyna.saures@chcc.health
Tel No. 670-323-6560/1

Or

- 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 l]
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: 5/30/24
Esther L. Muna
Chief Executive Officer

Approved By:  Date: 5/31/24
Cora Ada
Director of Procurement & Supply