



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

**COMMUNITY GUIDANCE CENTER (CGC)
BEHAVIORAL HEALTH SERVICES/TRANSITIONAL LIVING CENTER**

PROFESSIONAL SERVICES

RFP24-CHCC/CGC/BHS-TLC-026

SUBMISSION DEADLINE: AUGUST 13th, 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 (RFP)

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I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands, is soliciting proposals from qualified vendors with leadership training programs that will advance the skills and knowledge of leaders in mental health. The requested training is intended primarily for the management team of the Community Guidance Center (CGC). CGC is the lead agency for behavioral health services in the CNMI and target individuals with a wide range of behavioral health concerns. CGC offers specialized programs for children, adolescents, adults and elderly people living with emotional, behavioral or substance-use related issues. Program managers play an important role in overseeing the function of their prospective programs, building an effective team, and developing sustainable practices that contribute to the overall mission of the organization. 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 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

Community Guidance Center
Transitional Living Center
Lower Navy Hill, Saipan, CNMI

IV. DETAILED SCOPE OF WORK

- A. The Community Guidance Center is pursuing a training program focused on enhancing the skills & knowledge of leaders that oversee and sustain mental health programs in the islands of Saipan, Tinian & Rota.
- B. The training program must target individuals in “middle” and/or senior management positions in behavioral health and is designed to be an in-person training.
- C. The training agenda must cover different areas that inspire growth & resilience within management teams such as:
 - Building efficient teams (ways to leverage strengths & overcome weaknesses)
 - Creating an organization culture that supports growth & development and honors diversity
 - Values Self-Care & Wellness
 - Incorporates financial literacy & management
 - Healthy conflict (conflict-resolutions, having difficult conversations)
 - Managing personal & system changes
 - Building trust & inspiring hope
- D. The trainer must possess the skills and experience necessary to conduct trainings to leadership teams and have at least three to five years of training or mentorship experience.
- E. The Community Guidance Center Leadership Team will be better equipped to develop & contribute towards program or organizational goals, build efficient teams and create a work culture that is positive & supportive. In addition, the leadership team will receive any relevant certification associated with the provided training.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals submitted by the prospective vendors must contain the following information:

1. Statement of company’s capabilities and experience.
2. Proposed fee for the scope of work (refer to Section III)
3. At least 3-reference of previous Training Projects
4. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel).
5. Copy of valid CNMI Business License or W-9

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. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals must be submitted to Procurement & Supply Office and must include all items listed below. Incomplete proposals may not be considered.

1. Project Overview and Objectives
2. Scope of Work (Description of the services you would provide.
3. Timeline for project completion, including key milestones
4. Budget estimates and breakdown of cost
5. W-9 Form
6. List of a minimum of three (3) references (arrange references from most recent projects)
7. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel.
8. Copy of current business license valid in the CNMI, 50 United States, or other US territories.
9. Copy of Company's Financial Statement
10. Other information that may be helpful to the evaluation team

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 **Request For Proposals (RFPs)** tab on the left navigation bar/ Click on the URL for this **RFP (RFP24-CHCC/CGC/BHS/TLC-026)**. You will be required to enter data to allow us to track all requests for this opportunity.

b. 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, renegotiate 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.

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 procurement@chcc.health, no later than **10:00AM August 13th, 2024 Chamorro Standard Time (CHST)**.

Proposers may opt to submit (3) hard copies in addition to the original proposal (4 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 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 **August 7th, 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.

Email all inquiries to:

- Adilene Torres
Transitional Living Center Program Manager
Email: adilene.torres@chcc.health
Tel No. (670) 323-6560

And

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

VIII. EVALUATION CRITERIA

Proposals shall be evaluated and selection made based on evaluation factors set forth below:

a. Technical Criteria:


1. 50% - Qualification- Certification
2. 25% - Timeline to deliver services
3. 25% - Cost

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 VII. 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 Proposer, which in CHCC's opinion, is the most qualified proposer and based upon the Evaluation Results. If the negotiation is not agreed to with any of the responsible Proposers, the RFP will be cancelled and re-advertised pursuant to §140-80.1-210 Competitive Sealed Proposals.

Approved By:  Date: 7/26/24
Esther L. Muna, PhD, FACHE, MHA
Chief Executive Officer

Approved By:  Date: 7/26/24
Cora P. Ada
Director, Procurement & Supply