



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

RFP24-CHCC/CGC-CORS 988 PROGRAM-004

SUBMISSION DEADLINE: JAN. 5TH, 2024 TIME: 10:00AM (CHST)

OFFICE LEASE

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)

RFP24-CHCC/CGC-CORS 988 PROGRAM-004 COMMUNITY GUIDANCE CENTER – COMMUNITY OUTREACH & RESPONSE SERVICES-988 PROGRAM

“OFFICE LEASE”

I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands is soliciting proposals from prospective vendors with the primary objective of leasing professional office space (1,500 – 2,000 square feet) to house the programs under the Community Guidance Center’s (CGC) Community Outreach and Response (COR) Services at the location specified in Section III of this RFP.

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

II. NATURE OF WORK

The primary objective of this RFP is for the leasing of professional space (1,500 – 2,000 square feet) to house the programs under the CGC’s COR Services at the locations specified in Section III of this RFP. This annually renewed lease shall begin on January 01, 2024 and extend over a 5-year period.

The prospective contractor must have expericne/capacity 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

The property must be accessible to Middle Road’s thoroughfare on the island of Saipan in the Commonwealth of the Northern Mariana Islands.

IV. DETAILED SCOPE OF WORK

The CHCC: CGC COR Services is soliciting proposals from qualified vendors for the annual lease of a professional space to house the programs under the COR Services to begin on

January 01, 2024 to December 31, 2024, renewed annually thereafter for five years, and contain conditions for termination of the lease without penalty cost or fees should federal funds or other applicable funding sources become unavailable.

The RFP requires that proposals must meet the following specifications:

a. Parking Space.

The property must have two designated parking spaces available for agency vehicles and those of its employees and visitors with at least two accessible parking spaces. Program vehicles may be parked in designated spaces overnight.

b. Telecommunication.

The property must have telecommunication lines and network connection that is accessible to the CHCC network.

c. Sanitation and Health Condition.

The property must be located in a sanitary and healthy environment. It must have proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the CNMI.

d. Light and Ventilation.

The building's common areas must have proper lighting and ventilation system.

e. Facilities.

The building must have the following facilities/amenities:

- Facility must be move-in ready upon completion of lease agreement/contract;
- Americans with Disabilities Act (ADA) compliant;
- In compliance with Public Law 6-45 and CNMI Administrative Code Title 155-10.1, CNMI Building Safety Code Standards and approved project plans and specifications;
- Main meter and/or sub-meter for electrical and water supply exclusively for the use of the program;
- Sufficient electrical fixtures, lighting fixtures, and convenience outlets. There should also be provisions for electrical system (single phase and three phases) for the air conditioning units and other office equipment to be installed;
- Fire alarm/detection system, fire/emergency exits, as provided by NFPA 101: Life Safety Code;
- Adequate air conditioning units to accommodate the square footage requirements of the office space;
- Electrical Facilities/Requirements:
 - All electrical fixtures, convenience outlets, switches and telephone jacks/terminals shall be in good working condition; and
- The building must have a security system in place.
- Housekeeping services (if applicable)

f. IT Requirements.

The building must have the following:

- Accessible connection to the CHCC network;
- Provision of space for the installation of horizontal and vertical network cabling (structured cabling infrastructure);
- The program should be allowed to demolish/chip portion of walls and floors and ceilings for the installation of data cables;
- There should be ample provision for communication lines/system requirements (i.e., rising, piping, etc.);
- Access to the building/electrical room/main distribution frame for any IT troubleshooting; and
- Existing wiring throughout building is desirable.

g. Free Services.

- Provision of free parking space for the agency, employee, and client vehicles;
- A rent-free renovation period for a minimum of one (1) month before the start of the lease term or as may be agreed upon; and
- Any other services that the bidder may offer.

h. Space Requirements.

The building's leasable spaces must be adequate for the program's area requirement of 1,500 – 2,000 square feet for the following:

- 3 enclosed rooms (minimum)
- Conference room
- Storage and filing space
- 1 Restroom

Estimate Subtotal:	- 1,400 square feet
Circulation Area:	- 30%
Estimated Total Useable Area:	- 1,820 square feet
Core Factor:	- 15%
Estimated Total Rentable Area:	1,500 – 2,000 square feet

i. Security Deposit/Prepaid Rent

No security deposit or pre-paid rent will be required.

j. Security

Description of the security services available in the building and the name of outside security services utilized.

k. Additional Proposal Contents

- Building specification including square footage, utility location and access, single unit or multi-unit business;
- Cost proposal (i.e., rent and complete listing of pass through, if any, including a 2-year cost history of those items)
- Proposed schedule of work deadlines to ensure space availability; and

- Readiness of facility.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals submitted by prospective vendors to the Medical Supply Office 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 (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. Proof of insurance coverage and property liability insurance of at least \$100,000.00.
8. Copy of current business license valid in the CNMI.
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. 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/CGC-CORS 988 PROGRAM-004](#). 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 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.

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 no later than: 1000hrs (10am) Chamorro Standard Time on January 5th, 2024.**

Please note submission instructions:

- All submissions must include the **RFP24-CHCC/CGC-CORS 988 PROGRAM-004** 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/ITB 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.

e. Questions, clarifications, or inquiries

All questions or requests for clarification must be made in writing through email until close of business **January 1st, 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:

- **Corazon P. Ada**
Director, CHCC Division of Procurement & Medical Supply Office

Email: cora.ada@chcc.health

f. 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 A”.

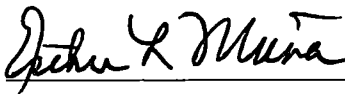
VII. EVALUATION CRITERIA

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. Location and Proximity (25 points)** – This criterion considers the proximity of the building/office space to the main thoroughfare in the village of San Jose.
- b. Cost Reasonableness (25 points)** – This criterion includes a review of all costs associated with the lease agreement including lease changes, updates, lease extensions and increases.
- c. Lease Requirements (50 points)** – This criterion includes ability to meet the specifications under Section IV: Detailed Scope of Work of this RFP and obligations regarding updates to the property, maintenance responsibilities, general upkeep and repair of immediate and surrounding property. It also includes applicable provisions regarding indemnification, subrogation, and other related business liabilities between the lessor and the lessee.

VIII. SUCCESSFUL VENDOR NOTIFICATION 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: 12/01/23

Esther L. Muna, PhD, FACHE, MHA
Chief Executive Officer

Approved By:  Date: 12/4/23

Cora Ada
Director of Procurement & Supply



COVID COMPLIANCE

This applies to Bidders/Proposers

(Attachment A)

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)