



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

**HOSPITAL PREPAREDNESS PROGRAM (HPP)
MEDICAL RESERVE CORPS (MRC)**

RFP24-CHCC/HPP-MRC-021

SUBMISSION DEADLINE: AUGUST 2ND, 2024 TIME: 10:00AM (CHST)

“NEED ASSESSMENT AND EVALUATION-MRC PROGRAM”

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)

HOSPITAL PREPAREDNESS PROGRAM MEDICAL RESERVE CORPS (MRC)

RFP24-CHCC/HPP-MRC-021 NEED ASSESSMENT AND EVALUATION - MRC PROGRAM

I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), Hospital Preparedness Program (HPP), located in the Commonwealth of the Northern Marianas Islands is soliciting proposals from qualified vendors that are interested in providing consulting services for the Medical Reserve Corps (MRC) Program at the locations specified in Section 3 of this RFP. 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 Consultant is expected to work under the direction of CHCC HPP/MRC management and 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 goal of this RFP is to award a contract to a qualified Contractor to provide consulting services for the Medical Reserve Corps (MRC) Program located at the Commonwealth Healthcare Corporation. During the period of the agreement, the prospective vendor is expected to perform the tasks as outlined in the scope of work. The prospective vendor will work under the general supervision of the Preparedness Program Director, and is expected to deliver the services in an efficient, trustworthy, and professional manner.

The prospective Contractor must have extensive experience in emergency response and preparedness. To qualify for the award of the contract, the Contractor must be able to show proof that it has the ability and financial resources necessary to perform the service. The service must be produced or performed in order to consider the project complete. The deliverables might also include supplementary outcomes such as documentation or project management reports.

III. LOCATION OF WORK

The contractor is required to perform its services in a timely manner at the following Medical Reserve Corps offices: Commonwealth Healthcare Center, Public Health & Hospital Emergency Preparedness Program office (BRI; Garapan), the Medical Reserve Corps training facility (Navy Hill), and other meeting places and venues.

IV. DETAILED SCOPE OF WORK

- Develop on-island(s) MRC Leadership Teams.
- Assist MRC leadership in political outreach.
- Guide CNMI MRC Leadership in recruitment.
- Review and Advise CNMI MRC Leadership on Operational Plan Development.
- Identify and assess volunteer and community needs during State **THIRA**-Threat and Hazard Identification and Risk Assessment/**SPR**-Stakeholders Preparedness Review.
- Review Historical Exercise and Plans.
- Coordinate and oversee MRC Annual Training Process.
- Provide consultive support on medical volunteer development.
- Perform analysis on existing MRC systems and ongoing Needs Assessment efforts to ensure requirements outlined in the MRC workplan.
- Amend and/or develop surveys and other assessment tools to align with new CNMI MRC STRONG grant.
- Conduct data collection, analysis, and reporting for the Medical Reserve Corps
- Assist in developing an evaluation plan that will drive MRC activities based on current workplan.
- Conduct a comprehensive assessment of priority issues and stakeholder needs.
- Identify the CNMI's noted MRC strengths/needs in three main areas:
 - i. Volunteer recruitment
 - ii. Program Capacity
 - iii. Program Partnerships, Collaboration and Coordination.
- Assist in identifying MRC priority needs and linking to performance measures.
- Assist in identifying the needs and goals of the Preparedness/MRC website such as specific performance and outcome measures, themes, and communication strategies.
- Assist in developing CNMI MRC Response & Recovery Plan
 - i. Planning workshops to accomplish objectives and goals in the Emergency Response Cycle
- Assist in developing CNMI MRC Training and Exercise Plan
 - i. Identify 5 barriers identified in the community to provide education opportunities, trainings, and exercises to provide experiences and skills necessary for emergency response.

- Assist in generating a final report containing the following:
 - i. Goals, framework, and methodology
 - ii. Quantitative and qualitative methods that were used to assess the strengths and needs of the MRC such as program capacity, and supportive partnerships/collaborations;
 - iii. Priority needs/outcomes, and the development of the MRC Policies and Procedures.
- Complete all items identified in this scope of work and service specifications sections by May 31, 2025.

V. 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

ADDITIONAL REQUIREMENTS:

REQUIRED QUALIFICATIONS:

- Master's or doctoral degree in Hospital Administration and or Public Health or similar field from an accredited institution;
- Experience with conducting health care needs assessments;
- At least 10 years of experience in the health care field. Experience with public entities, private non-profits and/or public entity is highly desirable;
- At least 5 years' experience with federal grants and their requirements;
- At least 5 years' experience with the CNMI population.

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. Budget Planning Guide

Approved travel expenses will be reimbursed at the local CNMI government rates:

- \$175.00 per diem inclusive of taxes, accommodations, and meals
- \$70.00 a day for car rental
- \$3,000.00 flight cost ceiling to and from the CNMI
- \$90.00 flight cost ceiling between Saipan and Tinian

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 (RFPs)** tab on the left navigation bar/ Click on the URL for this RFP (RFP24-CHCC/HPP-MRC-021). 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 August 2nd, 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.

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 **July 26th, 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:

- Warren F. Villagomez
Director, Public Health Emergency Preparedness Program
Email: warren.villagomez@chcc.health
Tel No. 670-287-1793

Or

- Joseph Patrick P. Fitial
Program Manager, Medical Reserve Corps
Email: patrick.fitial@chcc.health
Tel No. 670-287-8612

And

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

VII. EVALUATION CRITERIA

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

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%)
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. 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: 07/18/24
Esther L. Muna, PhD, FACHE, MHA
Chief Executive Officer

Approved By:  Date: 7/18/24
Cora P. Ada
Director, Procurement & Supply