



**PROCUREMENT AND SUPPLY  
COMMONWEALTH HEALTHCARE CORPORATION**



**REQUEST FOR PROPOSAL (RFP)**

**NON-COMMUNICABLE DISEASE PROGRAM (NCDP)**

**RFP24-CHCC/NCDP-019**

**SUBMISSION DEADLINE: JULY 12, 2024 TIME: 10:00AM (CHST)**

**“EVALUATION & FACILITATION”**

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)**  
**NON-COMMUNICABLE DISEASE PROGRAM**

**RFP23-CHCC/NCDP-019**  
**“EVALUATION & FACILITATION”**

**I. BACKGROUND INFORMATION**

As a requirement of the **CNMI Social Determinants Of Health (SDOH) Accelerator Grant NU58DP007735-01-00**, the Commonwealth Healthcare Corporation is soliciting proposals from qualified service vendors that are interested in program evaluation/facilitation to coordinate the development of the Non-Communicable Disease Social Determinants of Health State Accelerator plan, also known as the CNMI Non-Communicable Disease (NCD) State Plan. The NCD State Plan will be component of the Community Health Improvement Plan (CHIP) and will focus on Tobacco, Nutrition, Physical Activity, Cancer, Social Connectedness, Policy and Community and Clinical Linkages related to NCD Prevention and Control. The evaluator/facilitator ensures compliance of the approved workplan and budget for the program. 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 contractor is expected to work under the direction of CHCC Division of Public Health Services management and staff 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 contractor 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. Have demonstrated experience conducting evaluation, community/partnership capacity building and completing strategic plans within the last ten (10) years for US Government grant programs in communities with demographic characteristics similar to the CNMI;
- B. Have experience conducting process and outcome evaluation in a population size similar to the CNMI;
- C. Demonstrate knowledge and at least five (5) years of experience in service-delivery development and implementation in chronic disease, public health or related health areas;
- D. Must be detail-oriented and demonstrate strong analytical skills;
- E. Must demonstrate excellent writing and oral communication skills;
- F. Must demonstrate effective use of quantitative and qualitative analytical and data management, and associated software expertise and experience;
- G. Must have good time management skills and be able to complete activities by established timelines;
- H. Must be able to perform the required face-to-face activities (meetings, review of hard copy program documents, presentations, etc.) on Saipan; For other tasks, must be able to meet with NCDP staff remotely using vendor supported VoIP services such as, but not limited, to Zoom, Skype, Google Hangouts.
- I. Provide evidence of credibility of professional work relevant to performing and completing needs assessments and strategic plans;
- 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 all applicable Privacy Act requirements and individual confidentiality provisions;
- L. Comply with federal and non-federal entity disability and civil rights laws, requirements and provisions (including providing equal access and reasonable accommodations);
- M. Maintain privacy and confidentiality of all client records;

### **III. LOCATION OF WORK**

Commonwealth Healthcare Corporation  
1 Lower Navy Hill, Navy Hill  
Saipan, MP 96950

### **IV. DETAILED SCOPE OF WORK**

#### **Purpose of Project:**

The Commonwealth Healthcare Corporation-Division of Public Health Services received funding from the Centers for Disease Control and Prevention (CDC) to develop a Non-Communicable Disease (NCD) State Accelerator Plan that addresses the social determinants of health relating to NCD's:

- Physical activity/Built Environment

- Nutrition and Food Security
- Community-Clinical linkage
- Tobacco prevention and control
- Social connectedness/capital

The five domains mentioned above are from the Healthy People 2030, CDC's National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) and are the five determinants that impact chronic disease risk factors and health outcomes. The NCD State Plan will encompass sections focusing on physical activity, cancer prevention and control, community and clinical linkage, tobacco prevention and control, nutrition and food security, and policy change all to reduce the burden of chronic diseases and related risk factors.

The general scope of work for the 2024 SDOH Evaluation/ Facilitation contract has two components. The first component is Program Evaluation and includes developing evaluation tools for process, impact, and outcome evaluation, data collection on current and proposed interventions, providing consistent and ongoing feedback, training staff on evaluation methods and tools to build capacity, and providing technical assistance for staff on Saipan, Tinian and Rota. The second component is Facilitation of leadership and partnership meetings, as well as working group meetings to develop the NCD State Plan. The contractor will work alongside the NCD Leadership Team to implement activities in the grant. The contractor will also develop and train staff on evaluation tools for process and impact measures. The contractor will also include team and capacity building strategies to complement the efforts to build a strong Leadership Team and relations with key stakeholders/partners. The contractor should be able to conduct frequent meetings with the NCD Leadership Team to ensure activities are being implemented.

**Project Period:**

Upon issuance of a Notice to Proceed (NTP), all deliverables must be completed by September 29, 2024, with the possibility of extending to April 28, 2025.

**Deliverables:**

The contractor must conduct an evaluation on the process and the development of the CNMI NCD State Plan, which is a component of the Community Health Improvement Plan (CHIP), to ensure the plan has appropriate indicators and assessments for implementation and follow through.

The contractor will also facilitate meetings conducted for the individual councils as part of the NCD Task Force. These councils are:

- Physical Activity Council
- Nutrition Council
- Tobacco Council
- Policy Council
- Cancer Council
- Community & Clinical Linkage Council

The councils are the working groups developing the sections in the NCD State Plan. The contractor will also facilitate NCD Leadership Team meetings; the NCD Leadership Team is made up of representatives from each council and key leadership from the CHCC Population Health Division of Public Health Services.

The services will encompass the following required activities, tasks, and deliverables:

**TASKS:**

**a. Develop/Modify evaluation tools**

- a. Collaborate with team to develop/modify appropriate evaluation tools for the use of the project
- b. Ensure evaluation tools include performance indicators

**b. Implement evaluation tools**

- a. Conduct process, impact and outcome evaluation with the following:
  - i. Partnerships
  - ii. Collaborative Meetings
  - iii. Components of the State NCD Plan

**c. Train staff on evaluation tools**

- a. Conduct training and technical assistance for program staff as requested

**d. Monitor and evaluate program activities**

- a. Conduct process, outcome and impact evaluation of program indicators and strategies
- b. Conduct process, outcomes and impact evaluation of program staff

**e. Program Reporting**

- a. Develop and submit program mid-progress and overall evaluation report to project director and program coordinator
- b. Present evaluation findings to NCDP staff

SOW Task #	Deliverable Title	# Calendar Days After Award
1	<ul style="list-style-type: none"> <li>• Conduct program review of evaluation tools</li> <li>• Conducting environmental scan (existing data, gather additional data or information needed, summarizing data)</li> <li>• Develop or modify evaluation instruments/tools</li> <li>• Facilitate at least one face to face meeting with the NCD Leadership Team, the Tobacco Council, Physical</li> </ul>	Within 30 days (about 4 and a half weeks) from the issuance of the NTP

	Activity Council and the Nutrition Council	
2	<ul style="list-style-type: none"> <li>• Conduct process evaluations</li> <li>• Facilitate at least 3 face to face meetings with the NCD Leadership Team, and all the NCD Councils</li> <li>• Provide summary of mid-evaluations, and meeting minutes</li> <li>• Facilitate capacity and team building activities to improve planning cohesion and synergy</li> </ul>	Within 90 days (about 3 months) from the issuance of the NTP
3	<ul style="list-style-type: none"> <li>• Analyzing results and guiding the selection of strategies (Completing SWOT analysis, identifying themes, emerging issues, key strategic issues)</li> <li>• Developing the draft Strategic Plan (strategies to address priorities, goals, objectives, timeline and measurement plan and working with the CHA consultant to integrate the NCD Plan into the overall CNMI CHIP)</li> </ul>	Within 120 days (about 4 months) from the issuance of the NTP.
4	<ul style="list-style-type: none"> <li>• Conduct Final Evaluation Report inclusive of planning and implementation summary</li> <li>• Develop an implementation plan (can be an appendix of the CHIP) to include monitoring and reporting (establish a process for monitoring, implementation and evaluation, incorporating QI processes and outcomes, and reporting mechanisms and communications plan for reporting)</li> </ul>	At least 20 days (about 3 weeks) before the end of the project period.
5	<ul style="list-style-type: none"> <li>• Technical Assistance and Training</li> <li>• Provide needed technical assistance/guidance on the development of the plan</li> </ul>	On-going through the project period's end as needed.

\*\*Contractor(s) must be on-site at least once per week or once every two weeks to meet with program personnel for monitoring and compliance. The contractor should also include travel fees as part of the contract to participate with program personnel on any required or suggested travel that encompasses evaluation.

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

**Government Furnished Products:**

The CHCC-DPHS NCDP will provide access to electronic and hard copy data collection instruments and reports, program documents, grant proposal and award documents, and other documents necessary to adequately respond to the required evaluation areas. The CHCC-DPHS NCDP will help coordinate necessary interviews and/or meetings with appropriate staff and stakeholders. To adhere to CHCC client confidentiality policies and procedures, the contractor 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 Procurement & Supply Office and 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 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. Copy of Company's Financial Statement
9. Other information that may be helpful to the evaluation team

CHCC reserves the right to request 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
- \$90.00 flight cost ceiling between Saipan and Rota

### **b. Posting of Proposal**

Interested parties can download this *Request For Proposal (RFP)* from the CHCC website [[www.chcc.health](http://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/NCDP-019)**. 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](mailto:procurement@chcc.health), no later than **10:00AM July 12<sup>th</sup>, 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 8<sup>th</sup>, 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:

- Cora P. Ada  
Director, Procurement & Supply  
Email: [cora.ada@chcc.health](mailto:cora.ada@chcc.health)  
Tel No. 670-234-8950 ext 3561

Or

- Amber Mendiola  
Program Administrator  
Email: [amber.mendiola@chcc.health](mailto:amber.mendiola@chcc.health)  
Tel. No. 670-236-8711

## **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: 6/7/24  
Esther L. Muna, PhD, FACHE, MHA  
Chief Executive Officer

Approved By:  Date: 6/7/24  
Cora Ada  
Director of Procurement & Supply