



**PROCUREMENT AND SUPPLY  
COMMONWEALTH HEALTHCARE CORPORATION**



**REQUEST FOR PROPOSAL (RFP)  
PUBLIC HEALTH SERVICES (PHS)  
MATERNAL, INFANT, CHILD & ADOLESCENT HEALTH PROGRAMS  
(MICAHA)  
TITLE V MATERNAL & CHILD HEALTH SERVICES**

**RFP24-CHCC/PHS/MICAHA-018**

**SUBMISSION DEADLINE: JUNE 21, 2024    TIME: 10:00AM (CHST)**

**RE-ANNOUNCEMENT  
“NEED ASSESSMENT FOR MICAHA 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' Street, Garapan, Saipan, MP 96950



**REQUEST FOR PROPOSAL (RFP)**  
**PUBLIC HEALTH SERVICES (PHS)**  
**Maternal, Infant, Child & Adolescent Health Programs (MICAH)**  
**Title V Maternal & Child Health Services**

**RE- ANNOUNCEMENT**  
**RFP24-CHCC/PHS/MICAH-018**  
**NEED ASSESSMENT FOR MICAH PROGRAM**

**I. BACKGROUND INFORMATION**

The Commonwealth Healthcare Corporation (CHCC), Public Health Services (PHS), Maternal, Infant, Child and Adolescent Health (MICAH) Programs located in the Commonwealth of the Northern Mariana Islands is soliciting proposals from qualified vendors that are interested in completing a comprehensive Needs Assessment for the MICAH Programs at the locations specified in Section 4 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 Contractor is expected to work under the direction of CHCC PHS/MICAH 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 conduct a Needs Assessment for the Maternal, Infant, Child and Adolescent Health (MICAH) Programs located at 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 MICAH Programs Administrator and State Systems Development Initiatives (SSDI) Project Coordinator and is expected to deliver the services in an efficient, trustworthy, and professional manner.

The prospective Contractor must have extensive experience in conducting community health needs assessments. 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 Maternal, Infant, Child and Adolescent Health (MICAH) Programs' offices: Commonwealth Health Center, Marianas Business Plaza, other meeting places and venues. Conducting the Needs Assessment services may be considered of a hybrid setting off-site/off-island/virtually and on-site specifically to run stakeholders meetings and focus groups, or other needed activities.

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

- Perform analysis on existing MCH data systems and ongoing Needs Assessment efforts to ensure requirements outlined in the Title V MCHB guidance;
- Amend and/or develop surveys and other assessment tools to align with new Title V MCH framework
- Conduct data collection, analysis, and reporting for the MCH Title V Needs Assessment
- Identify the relationship of state and national performance measure with priority issues;
- Develop evaluation plan that will drive MICAH program activities based on Needs Assessment findings;
- Conduct stakeholder meetings and focus groups;
- Provide a Needs Assessment Summary describing the overall process in conducting the Title V Five-Year Needs Assessment.
- Conduct a comprehensive assessment of priority issues and stakeholder needs with the following characteristics:
  - i. A clear leadership structure for assembling data from both public and private sources, including data from family organizations);
  - ii. Engagement of stakeholders representing diverse communities, including those that face the greatest barriers to access and inequities in outcomes, for soliciting meaningful programmatic input;
  - iii. A structured and inclusive priority-setting process that involves the diverse communities and families identified above; and
  - iv. Collaborative program planning, implementation, evaluation/assessment, and continuous quality improvement.

- Conduct MCH data collection and analyses, program evaluation, key informant interviews, customer satisfaction surveys, advisory councils, and other approaches for soliciting individual feedback and conducting ongoing performance monitoring and assessment.
- Analyze the Needs Assessment findings to inform the Title V program's strategic planning, decision-making, and resource allocation.
- Identify the CNMI's noted MCH strengths/needs in three main areas:
  - i. MCH Population Health and Wellbeing
  - ii. Title V Program Capacity
  - iii. Title V Program Partnerships, Collaboration and Coordination.
- Assist in identifying MCH priority needs and linking to performance measures. Priority needs inform the selection of NPMs and the development of SPMs.
- Develop the CNMI's five-year action plan by completing the State Action Plan Table.
- Identifying the following domain, state priority need, Title V program goal, evidence-based or -informed strategies, and national and state-specific performance and outcome measures.
- Provide a final report containing the following:
  - i. Goals, framework, and methodology that guided the Needs Assessment process;
  - ii. Level and extent of stakeholder involvement, including families, individuals with lived experience, and family-led organizations (such as Family-to-Family Health Information Centers (F2Fs), which should include the different MCH populations in a state.
  - iii. Quantitative and qualitative methods that were used to assess the strengths and needs of the MCH population in each of the five identified population health domains, MCH program capacity, and supportive partnerships/collaborations;
  - iv. Data sources utilized to inform the Needs Assessment process, including data from other HRSA- and MCHB-funded investments (e.g., the National Survey of Children's Health (NSCH); and
  - v. Interface between the collection of Needs Assessment data, the finalization of the state's Title V priority needs, and the development of the state's Action Plan.
- Complete all items identified in this scope of work and service specifications sections by March 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. 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

### **ADDITIONAL REQUIREMENTS:**

#### **REQUIRED QUALIFICATIONS:**

- Master's or doctoral degree in 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 10 years' experience with Maternal and Child Health related health issues and concerns;
- 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](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/PHS-MICAH-018). 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 June 21, 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 June 18th, 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

- Heather Pangelinan  
Director of Public Health Services  
Email: [heather.pangelinan@chcc.health](mailto:heather.pangelinan@chcc.health)  
Tel No. (670) 236-8703

## **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.



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

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