



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



RFP25-CHCC/CGC-015

**COMMUNITY GUIDANCE CENTER
PROFESSIONAL SERVICES-NEEDS ASSESSMENT**

SUBMISSION DEADLINE: JUNE 23, 2025 TIME: 10:00AM (CHST)

INTERESTED PARTIES CAN DOWNLOAD THIS REQUEST FOR PROPOSAL FROM THE CHCC WEBSITE [WWW.CHCC.HEALTH]. ONCE AT THE SITE, NAVIGATE TOWARDS THE BOTTOM AND SELECT THE **REQUEST FOR PROPOSALS** TAB. CLICK ON THE URL FOR THIS RFP/ITB.

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)

RFP25-CHCC/CGC-015

COMMUNITY GUIDANCE CENTER PROFESSIONAL SERVICES – NEEDS ASSESSMENT

I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands, is soliciting proposals from qualified service providers that are interested in conducting and completing a needs assessment for the **Community Guidance Center (CGC)**. 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 service provider is expected to work under the direction of the CHCC: CGC Director 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 service provider 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 at least a master's degree or equivalent preferably in a health or relevant field;
- B. Have background and at least five (5) years of experience in behavioral health administration and/or clinical service delivery;
- C. Have demonstrated at least two (2) years of experience conducting needs assessments for behavioral health systems, especially with indigenous and rural communities;
- D. Must demonstrate excellent technical writing and culturally appropriate oral communication and engagement skills;
- E. Must be able to perform the required virtual and/or face-to-face activities;

- F. Comply with all applicable Privacy Act requirements and individual confidentiality provisions including HIPAA;
- G. Provide evidence of credibility of professional work relevant to needs assessment processes of behavioral health systems and services;
- H. 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;
- I. Comply with federal and non-federal entity disability and civil rights laws, requirements and provisions (including providing equal access and reasonable accommodations);
- J. Maintain privacy and confidentiality of all personal identifiable or client-related information or records;

III. LOCATION OF WORK

Service Location: **Saipan, Northern Mariana Islands**

IV. DETAILED SCOPE OF WORK

Purpose of Project:

The Commonwealth Healthcare Corporation (CHCC): Community Guidance Center (CGC) as part of its responsibility to partner with individuals, clients, and families to provide quality, comprehensive, community-informed behavioral health services and supports seeks professional services to complete a system-wide needs assessment of quantitative and qualitative data to accomplish the following:

1. Comprehensively evaluate the current landscape of CHCC behavioral health services, identifying areas of strength, critical needs, and areas of improvement.
2. Better understand and identify existing service gaps, strengths, systemic factors that influence workforce, service delivery, partnerships, and outcomes for clients, their families, and the CNMI community.
3. Engage clients, families, community members, stakeholders, and the CHCC workforce to address strategies and recommendations to strengthen behavioral health service accessibility, quality, and sustainability of outcomes within the CNMI.
4. Utilize the comprehensive data to inform service planning, implementation, evaluation, and monitoring; resource allocation; and system improvements.
5. Through the acquired and applied information, improve community health and wellness, enhancing the quality of life, and reduce disparities related to substance use and mental health conditions in the CNMI community.

Project Period:

Upon issuance of a Notice to Proceed (NTP), all deliverables must be completed by September 29, 2025.

Deliverables:

The service provider must complete the needs assessment based on the following and in accordance with guidelines issued:

- 1) Conduct a comprehensive assessment of the Commonwealth Healthcare Corporation's behavioral health services, including both inpatient and outpatient services, supports, and referrals, to evaluate the current infrastructure, system capacity, and function. This assessment must incorporate the components of required needs assessments within the Community Guidance Center, that include but are not limited to the Children's Mental Health Initiative (CMHI) Needs Assessment Template and Guidelines and behavioral health program assessment and evaluation processes.
- 2) Identify key behavioral health needs and issues through systematic, comprehensive data collection and analysis. This includes examining the social determinants of health in the community, including economic, environmental, and social factors that impact health outcomes. Behavioral health is defined as mental health and wellness promotion, substance use disorder and opioid use disorder prevention, treatment, and recovery services.
- 3) Assess how existing CHCC behavioral health services increase access to care across programs and proactively anticipate and prevent barriers for individuals to access care.
- 4) Conduct meetings onsite – Saipan – with identified CHCC behavioral health leadership, management, and workforce.
- 5) Conduct meetings with key behavioral health stakeholders, consumers, and families involved with CHCC behavioral health care at varying levels and prioritize input from vulnerable populations, such as those directly affected by substance use or mental health issues, to ensure a thorough understanding of the community's needs.
- 6) Conduct a closing onsite meeting (Saipan) with CHCC and CGC leadership and management to provide initial feedback and recommendations based on the assessment.
- 7) Complete and submit a final report by the end of September 2025 that details findings of the needs assessment to include needs, resources, gaps, and formal recommendations to the CHCC and CGC leadership regarding the CHCC behavioral health system and services. Formal recommendations must align with required and applicable assessment, strategic/improvement planning, and evaluation reporting guidelines and outlines.
- 8) Complete a Power point presentation that accompanies the final report and complete an onsite or virtual presentation of the final report highlights and components.
- 9) Report to the Director of Community Guidance Center any concerns that need to be addressed before, during, or after the needs assessment process.

The service provider will utilize CHCC: CGC approved interview questions, surveys, and reporting format and guidelines. Any recommended changes must be discussed and approved by the CGC Director. Approved reports utilized or produced from this service will remain the sole property of CHCC. CHCC reserves the right to publish or utilize the needs assessment report or any other component for the benefit of the corporation's programs and services. The service

provider may not utilize any components of the report(s) or outcome without the written approval of the CHCC Chief Executive Officer.

Government Furnished Products:

The CHCC: CGC will engage with the service provider in the preparations, identification of needs assessment participants at varying levels, and plans, as well as assist with the coordination of necessary introductions and meetings with appropriate leaders, stakeholders, etc. In order to adhere to CHCC: CGC client confidentiality policies and procedures, the service provider 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 Medical Supply Office and must include all items listed below. Incomplete proposals may not be considered.

1. Brief history and description of the service provider's professional experience and professional work history, including experience working with similar populations represented in the CNMI
2. Service provider's background and experience in behavioral health care
3. Service provider's background and experience with needs assessment processes
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. Proof of general liability insurance of at least \$100,000.00 minimum
9. 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. 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
- \$330.00 flight cost ceiling between Saipan and Rota

➤ \$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** tab on the left navigation bar/ Click on the URL for this RFP (**RFP25-CHCC/ CGC-015**). 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 June23, 2025 Chamorro Standard Time (CHST)**.

Proposers may opt to submit (4) hard copies in addition to the original proposal (5 in total) to the CHCC Division of Procurement and Supply Office, 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 request for clarification must be made in writing through email until close of business June 18, 2025. No oral comment, response, answer, or direction from the other CHCC Personnel is binding unless also furnished in writing to all prospective bidders by the CHC's Procurement Director in the form of an amendment to the RFP.

Submit questions:

- Reyna M. Saures
Director of CGC
Email: reyna.saures@chcc.health
Tel No. 670-323-6560/1

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

VII. EVALUATION CRITERIA

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%) [refer to items in Section II a through j]
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. 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 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: 6/5/25
Esther L. Muna, PhD, FACHE, MHA
Chief Executive Officer

Approved By:  Date: 6/5/25
Cora Ada
Director of Procurement & Supply