



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

**HEALTH INFORMATION TECHNOLOGY  
OFFICE LEASE-EHR PROJECT TRAINING CENTER**

**RFP25-CHCC/HIT-019**

**SUBMISSION DEADLINE: AUGUST 20, 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/TB.

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 996950



## **REQUEST FOR PROPOSAL (RFP)**

### **HEALTH INFORMATION TECHNOLOGY OFFICE LEASE-EHR PROJECT TRAINING CENTER**

**RFP25-CHCC/HIT-019**

#### **I. BACKGROUND INFORMATION**

The Commonwealth Healthcare Corporation (CHCC) is currently undertaking a major initiative to implement a new Electronic Health Record (EHR) system across its facilities. This project is part of our broader commitment to modernize healthcare delivery, improve patient outcomes, and ensure compliance with regulatory and reporting requirements.

The EHR implementation will support enhanced clinical workflows, streamlined documentation, and improved data sharing across departments and care teams. It will also enable CHCC to transition away from legacy systems and manual processes, offering a more efficient and secure way to manage patient health information.

As the project moves into the deployment phase, training of clinical, administrative, and technical staff is a critical component to ensure the successful adoption and utilization of the new EHR system. The training will cover system navigation, clinical documentation, order entry, scheduling, patient registration, and data security protocols.

To support this effort, CHCC is seeking a dedicated training facility that can accommodate multiple sessions, accommodate diverse user groups, and provide a professional and accessible environment conducive to learning. The facility must be equipped with adequate technology, internet connectivity, and flexible space configurations to support hands-on training and instructor-led sessions.

#### **II. NATURE OF WORK**

The primary objective of this RFP is to secure a leased training facility (approximately 650 square feet) to support the implementation of the Electronic Health Record (EHR) Project. The

training space should be centrally located, easily accessible, and able to accommodate various training sessions for CHCC staff, including clinical, administrative, and technical personnel.

The prospective contractor must have experience 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**

1178 Hinemlu St. Garapan Saipan

### **IV. DETAILED SPECIFICATIONS**

The CHCC is soliciting proposals from qualified vendors for one year lease of space to facilitate the EHR Project Training Staff for a 1- year period starting on September 1, 2025, for one year and contain conditions for termination of the lease without penalty cost or fees should Federal funds or other applicable funding sources become unavailable.

This RFP requires that proposals meet the following specifications:

#### **a. Parking Space**

The property must have designated parking space available for agency vehicles and its employees and visitors with at least four (4) designated accessible parking space for program vehicles. Program vehicles may be parked in designated areas overnight.

#### **b. Telecommunication**

The property must have adequate telecommunication lines.

#### **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 in Guam.

#### **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:

- The building must be move-in ready upon completion of a lease agreement or contract.
- Americans with Disabilities Act (ADA) Compliant.
- Complies with Building Safety Code Standards, and approved project plans and specifications.

- Main meter or sub-meter for electrical and water supply exclusively for the use of the Program.
- Sufficient electrical and lighting fixtures and convenient outlets; additional provisions for an electrical system, the air-conditioning units and other office equipment to be installed and regularly maintained.
- Fire alarm or detection system, fire and emergency exit, as provided by the Life Safety Code: NFPA 101.
- Adequate air conditioning units to accommodate the square footage requirements of the office space.
- Electrical Facilities and Requirements:
  - All electrical fixtures, convenience outlets, switches, and telephone jacks or terminals shall be in good working condition
  - All electrical components within the building shall meet the electric load requirements provided for by HNP
- The building must have a security system in place.

**f. IT Requirements**

The building must have the following:

- Provision of space for the installation of horizontal and vertical network cabling (structured cabling infrastructure);
- HNP should be allowed to make physical changes including demolishing portions of walls, floors, and ceilings for the installation of data cables;
- There should be ample provision for communication lines/systems requirements (e.g., riser, piping, etc.);
- Access to the building/ electrical room/ main distribution frame for any IT troubleshooting;
- Existing wiring throughout the building if desired.

**g. Free Services**

- Provision of free parking space for the agency, employee, and client vehicles;
- A rent-free construction/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 Requirement**

The building's leasable spaces must be adequate for the CHCC EHR staff Training area minimum requirement of s approximately 650 square feet to accommodate the following:

- One (1) enclosed room

Estimate Subtotal: 650 square feet.

Core Factor: 15%

Estimated Total Rentable Area: at least 750square feet more or less

**i. Security Deposit/Prepaid Rent**

**j. No security deposit or pre-paid rent will be required. Additional Proposal Contents**

- Building specification including square footage, utility location and access, a single unit or multi-unit business.
- Cost of the proposal (i.e., rent and complete listing of pass-through, if any, including a two-year cost history of those items)
- Readiness of the facility.

**V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL**

All proposals submitted by prospective vendors to the Procurement & 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)
2. The proposed fee for the Office Space (refer to Section IV).
3. List of a minimum of three (3) references (arrange references from the most recent Clients).
4. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel).
5. Copy of current business license valid in Guam and W-9
6. Other information that may be helpful to the evaluation team.

CHCC reserves the right to request additional information or documents that may be considered necessary and relevant to assist in evaluating a proposal.

**VI. GENERAL AND ADMINISTRATIVE INFORMATION**

**a. Posting of RFP**

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 tab towards the bottom part. Click on the URL for this **RFP25-CHCC/HIT-019**. You will be required to enter data 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 the 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 according to the terms of the standard government Contract Agreement. Additional terms and conditions will be attached as exhibits to the standard independent contract.

**c. 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 Chamorro Standard Time (CHST) on August 20, 2025.**

Proposers may opt to submit out (3) hard copies in addition to the original proposal (4 in total) to the CHCC Admin Office located at the CHCC Campus, Upper navy hill, 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.

**d. 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 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**

Any questions or requests for clarification should be directed to:

**Corazon P. Ada**  
**Director of Procurement & Supplies**  
**Email: cora.ada@chcc.health**

All questions or requests for clarification must be submitted in writing. Email transmission of questions or requests for clarification is acceptable.

**VII. EVALUATION CRITERIA**

After the evaluation process, CHCC plans to award to the vendor whose proposal is most advantageous to the Corporation considering the evaluation factors set forth below:

**a. Technical Criteria**

i. Location and Proximity (25 points) – This criterion considers the proximity of the building/office space to Middle Road and Beach Road main thoroughfare.

ii. 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.

iii. Lease Requirements (50 points) – This criterion includes the ability to meet the specifications under Section IV: Detailed Specifications 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.

**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 lower priced proposal. As proposal 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 service provider 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 negotiations and select the next recommended service provider, which in CHCC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the proposers, the RFP will be canceled and re-advertised pursuant to CHCC Procurement Regulations §140-80.1-210 Competitive Sealed Proposals

Approved by:  \_\_\_\_\_ Date: 8/1/25  
Esther L. Muna, PhD, FACHE  
Chief Executive officer

Approved by:  \_\_\_\_\_ Date: 8/1/25  
Cora P. Ada  
Director, Procurement of Supply