



**PROCUREMENT AND SUPPLY  
COMMONWEALTH HEALTHCARE CORPORATION**



**REQUEST FOR PROPOSAL (RFP)**

**RFP25-CHCC/ HR-023**

**TELERADIOLOGY SERVICES**

**SUBMISSION DEADLINE: OCTOBER 16, 2025    TIME: 10:00 AM (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/HR-023** **TELERADIOLOGY SERVICES**

### **I. BACKGROUND INFORMATION**

The Commonwealth Healthcare Corporation (CHCC) oversees the Commonwealth Health Center (CHC) which is an 86 bed, Medicare certified hospital facility located on the island of Saipan, Commonwealth of the Northern Mariana Islands (CNMI). The two-level hospital was established in 1986. The hospital's scope of services includes an Emergency Department, Laboratory, Pharmacy, Radiology, Obstetrics, Neonatal Intensive Care Unit, ICU, Surgery, Pediatrics, Dialysis Unit, Oncology Center and various outpatient clinics

### **II. PURPOSE**

CHCC seeks proposals from qualified contractor(s) to provide Teleradiology Services to support diagnostic imaging needs across its healthcare facilities. This service needs to provide diagnostic interpretation. The contractor will also evaluate the alignment of CNMI's IIS with National Standards and Certification efforts.

### **III. NATURE OF WORK**

During the agreement period, the prospective contractor is expected to work with CHCC Public Health staff. The prospective contractor is expected to deliver the goods/services in an efficient, trustworthy, and professional manner. The prospective contractor must have experience to qualify for the award of the contract and must be able to show proof that it has the credentials and the scope of work required as specified in Section V of this RFP.

### **IV. LOCATION OF WORK**

**Commonwealth Healthcare Corporation**  
**1178 Hinemlu St Garapan Saipan**

## **V. DETAILED SCOPE OF WORK**

### **Detailed Scope of Services**

- Provide 24/7 Teleradiology services including preliminary and final reads.
- Interpret imaging modalities including X-rays, CT scans, MRIs, and ultrasounds.
- Deliver reports within agreed turnaround times including STAT.
- Available for Consultation.

### **Proposal Requirements**

- Board-certified radiologists.
- Maintain HIPAA compliance and data security standards.

## **VI. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL**

All proposals must be submitted to the Procurement & Supply Office and must include all items listed below. Incomplete proposals may not be considered.

1. Cover Letter detailing the applicant's interest in the project and relevant experience of current and past clients.
2. Brief history and description of the company/contractor (including the date the company was founded and date of operation as applicable)  
A detailed technical proposal outlining the methodology, qualifications, and relevant experience.
3. Qualifications of Radiologists.
4. Description of technology platform used.
5. Sample service level agreement (SLA).
6. Pricing structure.
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 and W-9
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 aid in evaluating a proposal.

## **VII. 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](http://www.chcc.health)]. Once at the site, navigate on **Request for Proposals (RFPs)** tab on the bottom navigation bar/ Click on the URL for this RFP (**RFP25-CHCC/HR-023**). 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 October 16, 2025, 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, 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 **October 13, 2025**. 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:

- Carlos Santos  
Human Resource  
Email: [carlos.santos@chcc.health](mailto:carlos.santos@chcc.health)  
Tel No. (670) 234-8950

Or

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

## **VIII. 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. **20% = Experience and Qualifications.**
2. **20% = Technical Capabilities**
3. **20% = Turnaround time and availability**
4. **20% = Cost Effectiveness**
5. **20% = Compliance with regulatory standards**


**Total of 100%**

### **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 VIII. 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: 09/19/25  
Esther L. Muna, PhD, FACHE, MHA  
Chief Executive Officer

Approved By:  Date: 9/19/25  
Cora Ada  
Director of Procurement & Supply