



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



RFP25-CHCC/PHS-013

**PROFESSIONAL SERVICES
CONDUCT COMPREHENSIVE ASSESSMENT-IMMUNIZATION INFORMATION
SYSTEM**

SUBMISSION DEADLINE: MAY 5, 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/PHS-013

PROFESSIONAL SERVICES CONDUCT COMPREHENSIVE ASSESSMENT -IMMUNIZATION INFORMATION SYSTEM

I. BACKGROUND INFORMATION

The Commonwealth of the Northern Mariana Islands (CNMI) seeks proposals from qualified contractors to conduct a comprehensive assessment of its Immunization Information System (IIS). This assessment will focus on identifying opportunities for enhancements, modernization, improvements in data quality and management, and strengthening interoperability. The contractor will also evaluate the alignment of CNMI's IIS with national standards and certification efforts.

II. 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 the scope of work required as specified in Section VI of this RFP.

III. LOCATION OF WORK

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

IV. DETAILED SCOPE OF WORK

Scope of Work Overview

The contractor will conduct an assessment of the CNMI IIS with particular focus on the following five key areas:

1. **Enhance the IIS workforce**
2. **Modernize IIS**
3. **Improve data quality, management, linkage, and integrations**
4. **Improve interoperability between health IT systems and IIS**
5. **Align and advance IIS towards national standards and certification efforts**

Objectives

The primary objectives of this assessment are:

- Identify gaps and opportunities for improvement in each of the focus areas.
 - Provide actionable recommendations to enhance the overall performance and sustainability of the IIS.
 - Propose strategies to ensure alignment with national IIS standards and certification efforts.
 - Support CNMI in achieving greater operational efficiency, data accuracy, data quality, and system interoperability.
-

Detailed Focus Areas

1. Enhance the IIS Workforce

- **Assessment:**
 - Evaluate current workforce capabilities, training programs, and resource allocation for IIS operations.
 - Assess workforce readiness for managing an enhanced IIS system, including staffing levels, skill sets, and training requirements.
 - Identify opportunities for improving workforce engagement, capacity building, and retention strategies.
- **Deliverables:**
 - Workforce assessment report, including current workforce strengths and weaknesses.
 - Recommendations for training and capacity-building programs.
 - Suggested workforce structure or organizational changes to enhance IIS performance.

2. Modernize IIS

- **Assessment:**
 - Review the current IIS architecture, software tools, and technology infrastructure.
 - Evaluate the scalability, security, and user experience of the IIS.
 - Identify technological gaps that limit the effectiveness and adaptability of the IIS.
- **Deliverables:**
 - Assessment report on the existing IIS infrastructure and technology tools.
 - Recommendations for modernization, including necessary upgrades to hardware, software, and infrastructure.
 - A roadmap for implementing modernization efforts over a defined timeline.

3. Improve Data Quality, Management, Linkage, and Integrations

- **Assessment:**
 - Evaluate the current data quality control measures and processes used by the IIS.
 - Assess data management practices, including data collection, storage, retrieval, and sharing.
 - Identify any issues related to data completeness, accuracy, consistency, and timeliness.
 - Examine data linkage capabilities to other health systems (e.g., Electronic Health Records (EHR), surveillance systems, laboratory systems, etc.).
 - Integration capabilities to consider Immunization Integration Program (IIP)
- **Deliverables:**
 - Data quality and management assessment report.
 - Identification of data quality gaps and weaknesses.
 - Actionable recommendations to improve data quality, management, and linkage, including proposed workflows or system adjustments.

4. Improve Interoperability Between Health IT Systems and IIS

- **Assessment:**
 - Evaluate the current state of interoperability between the IIS and other health IT systems used in CNMI (such as EHRs, public health reporting systems, laboratory systems, etc.).
 - Assess how well data is exchanged between systems, and identify any barriers or limitations in data sharing and integration.
 - Review existing standards for data exchange (HL7, CCD, etc.) and assess their implementation.
- **Deliverables:**
 - Assessment report on interoperability and data exchange between IIS and other health IT systems.
 - Identification of gaps or barriers to interoperability.
 - Recommendations for improving interoperability, including adoption of standards, protocols, or system integrations.

5. Align and Advance IIS Towards National Standards and Certification Efforts

- **Assessment:**
 - Review the CNMI IIS's current alignment with national standards such as the Immunization Data Exchange Standards (IDEAS) and CDC requirements, utilizing tools such as the CDC IIS Functional Standards, CDC Data Quality Blueprint, and AIRA Measurement and Improvement Initiative
 - Assess CNMI's readiness for IIS certification and identify any gaps in meeting national IIS certification criteria.
 - Evaluate the impact of future national initiatives and certification requirements on CNMI's IIS.
 - **Deliverables:**
 - Assessment report on current IIS alignment with national standards and certification efforts.
 - A gap analysis identifying areas where CNMI's IIS needs to improve to meet national standards and certification requirements.
 - Recommendations for advancing IIS alignment with national standards and a timeline for certification efforts.
-

Methodology

The contractor will use a combination of qualitative and quantitative methods to conduct the assessment, including but not limited to:

- Stakeholder interviews and workshops with IIS administrators, healthcare providers, data managers, and other relevant personnel.
- Document and system review (including IIS records, IT system specifications, and current data management practices).
- Site visits or virtual assessments as needed to observe IIS operations and interactions.
- Data analysis to identify trends, gaps, and opportunities for improvement.

Deliverables

The contractor will provide the following deliverables as part of this assessment:

1. **Initial Assessment Report:** A summary of the current state of the IIS across all focus areas, including key findings.
2. **Comprehensive Assessment Report:** A detailed report covering all focus areas, including gaps, recommendations, and proposed action plans.
3. **Executive Summary:** A high-level overview of findings and recommendations, designed for decision-makers.
4. **Workforce Development Plan:** Recommendations for enhancing IIS workforce capacity.

5. **Modernization Roadmap:** A proposed timeline and strategy for IIS modernization.
6. **Data Quality Improvement Plan:** Actionable steps to enhance data management and linkage.
7. **Interoperability and Certification Recommendations:** Strategies for improving interoperability and alignment with national certification.

Timeline

The project timeline is expected to last approximately 8 months from the contract award date, with the following major milestones:

- **Week 1-12:** Project initiation, stakeholder engagement, and data gathering.
- **Week 13-20-8:** Data analysis, initial assessment report preparation.
- **Week 21-24:** Review of findings, workshops, and stakeholder feedback.
- **Week 25-28:** Development of final report and recommendations.
- **Week 29-36:** Final review, presentation of deliverables, and submission of the final report.

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. Cover Letter detailing the applicant's interest in the project and relevant experience.
Brief history and description of the company (including the date the company was founded and date of operation)
A detailed technical proposal outlining the methodology, qualifications, and relevant experience.
2. A detailed project timeline with key milestones.
3. A budget breakdown – The proposal should include a detailed budget for the assessment, covering all costs related to staffing, travel, data analysis, report preparation, and any other anticipated expenses.
4. A list of proposed team members, including their qualifications and roles in the project.
5. Examples of similar projects completed by the contractor.
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. Timeline outlining the milestones and delivery dates for the project.
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 aid 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 on **Request for Proposals (RFPs)** tab on the bottom navigation bar/ Click on the URL for this RFP (RFP25-CHCC/PHS-011). 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 May 5, 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, 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 **April 28, 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:

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

Or

Jose Tudela
Administrator for PH Data, Surveillance & Performance Management
Email: jose.tudela@chcc.health
Tel No. 670-234-8950

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. **25% Methodology and Approach** – a clear detailed approach to carrying out the tasks outlined in the scope of work. Manifest understanding of the project scope and objectives.
2. **25% Qualifications & Experience** – experience with IIS assessments and improvements, particularly in small jurisdictions or similar health systems.
3. **25% References** – positive references of similar projects, lists from present to past.
4. **25% Cost** – reasonableness of the proposed fees in relation to the scope and deliverables.

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: Esther L Muna Date: 04/02/25
Esther L. Muna, PhD, FACHE, MHA
Chief Executive Officer

Approved By: Cora Ada Date: 4/2/25
Cora Ada
Director of Procurement & Supply