



# NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: [nmhc@nmhc.gov.mp](mailto:nmhc@nmhc.gov.mp)

Website: <http://www.nmhc.gov.net>

## REQUEST FOR PROPOSALS NMHC RFP 2019-004

### COMMUNITY DEVELOPMENT BLOCK GRANT –DISASTER RECOVERY (CDBG-DR) PROGRAM CONSULTING SERVICES

The Northern Marianas Housing Corporation (NMHC) is soliciting sealed proposals from qualified and experienced companies or individuals to provide management and consultation services in developing the CNMI's action plan for the CDBG-DR program application.

This procurement is made in accordance with the CNMI Procurement Regulations 2004 edition. Proposal procedures shall be in full compliance with § 70-30.3-310 (competitive sealed proposals) of the Procurement Regulations. In addition, the provisions of the CNMI Procurement Regulations, NMIAC Section §70-30.3-725 & 70-30.3-730 Prohibiting Gratuities, Kickbacks and Contingent fees shall apply.

The Request for Proposals (RFP) and Scope of Work (SOW) are available at the NMHC Central Office in Garapan, Saipan, during regular business hours, Monday thru Friday except CNMI Holidays beginning April 5, 2019 or you may also obtain the RFP and SOW at our website [www.nmhc.gov.net](http://www.nmhc.gov.net) "Public Notice/Announcement" tab.

A mandatory Pre-proposal Conference will be held on April 25, 2019 at 10:00 a.m. (local time) at the NMHC Central Office in Garapan, Saipan. Questions regarding this RFP must be submitted in writing or email to Mr. Jesse S. Palacios, Corporate Director, via facsimile at (670) 234-9021 or [jjmuna@nmhc.gov.mp](mailto:jjmuna@nmhc.gov.mp).

Selection Criteria: This procurement is made in accordance with §70-30.3-210 of the CNMI Procurement Regulations, currently in effect. Proposals will be evaluated based on the following criteria:

1. Qualification and Experience: 40%
2. Organization and Capacity: 40%
3. Response to RFP: 10%
4. Price: 10%

Fee proposals shall not be considered in the selection of the most highly qualified firms.

The entire proposals must not be more than twenty (20) pages in length. A firm that submits a Proposal as a prime consultant cannot submit as sub-consultant on another proposal. However, a sub-consultant may submit as sub-consultant on proposals by more than one prime consultant.

The successful Proposer may be subjected to a responsibility determination in accordance with the CNMI Procurement Regulations § 70-3.3-245.

Sealed Proposals must be marked "**NMHC RFP 2019-004**". For Proposer within the CNMI, one original and three (3) copies of sealed proposals must be submitted to the Director of Procurement and Supply, Capitol Hill, Saipan, no later than 10:00 a.m. local time **May 09, 2019**. Proposer located outside the CNMI may obtain additional seven (7) working days for receipt of their proposal by submitting a Notice of Intent to Propose in which must be received by the Director of Procurement and Supply no later than 10:00 a.m. local time, **May 09, 2019**, and may be transmitted via facsimile to (670) 664-1515, or via email to [procurement@cnmidof.net](mailto:procurement@cnmidof.net). For proposers located outside the CNMI, one original and three (3) copies of sealed proposals must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **May 09, 2019** and must be received no later than **May 16, 2019**. Note that failure to submit the required number of copies may be cause for rejection of a proposal.

Breach of Ethical Standard:

- **Gratuities.** It shall be breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor. **NMIAC 70-30.3-725 (a)**
- **Kickback.** It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order. **NMIAC 70-30.3-725 (b)**
- **Contingent Fees.** It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. **NMIAC 70-30.3-730 (a)**

All labor on this project shall be paid no less than the minimum wage rate of \$7.25 per hour, which took effect on September 30, 2018, as established by Federal law.

NMHC further notifies all proposers that it will affirmatively ensure that in any contracts entered into pursuant to this advertisement, minority and women-owned business enterprises (MBE/WBE) are afforded equal opportunity to submit proposals and will not be discriminated against on grounds of race, color, religion, gender, age, disability or national origin.

The Government reserves the right to reject any and all proposals and to waive any defects in the said proposals, if in the sole opinion of the NMHC, to do so would be in its best interest. All proposal will become the property of the Government.

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer at (670)234-6866/9447, during regular business hours, 7:30 a.m. to 4:30 p.m. Monday through Friday, except CNMI Holidays. You may also request for information via email at [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net).

/s/ Aubry Hocog  
Chairwoman, NMHC Board of Directors

/s/Joseph A. Tudela  
Acting-Director, Procurement & Supply



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## A. Introduction:

The Northern Marianas Housing Corporation (NMHC) is soliciting proposals from qualified and experienced companies or individuals to provide consultation services in developing the CNMI's Action Plan for the Community Development Block Grant Disaster Recovery (CDBG-DR) program application.

The NMHC anticipates funding from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant –Disaster Recovery (CDBG-DR) program. The selection and issuance of a contract is contingent upon the Notice of Funding Availability (NOFA). Therefore, the NMHC has taken the proactive approach to ensure that all support services in carrying the program is readily available.

The selected firm will be required to be on-site and is readily available to assist the NMHC in developing, formulating and compiling the CNMI's CDBG-DR Action Plan to be submitted to HUD. Furthermore, the firm will be providing consulting services to the NMHC as requested.

This procurement is made in accordance with the CNMI Procurement Regulations 2004 edition. Proposals procedures shall be in full compliance with § 70-30.3-210 (competitive sealed proposals) of the Procurement Regulation. In addition, the provision of the CNMI Procurement Regulations, NMIAC Section §70-30.3-725 & 70-30.3-730 Prohibiting Gratuities, Kickbacks and Contingent fees shall apply.

The Request for Proposals (RFP) and Scope of Work (SOW) are available at the NMHC Central Office in Garapan, Saipan, during regular business hours, Monday thru Friday except CNMI Holidays beginning April 5, 2019 or you may also obtain the RFP and SOW at our website [www.nmhcgov.net](http://www.nmhcgov.net) "Public Notice/Announcement" tab.

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## B. Scope of Services:

1. The firm must be knowledgeable and familiar with the U.S. Department of Housing and Urban Development (HUD) programs, most especially, with the Community Development Block Grant Disaster Recovery (CDBG-DR) program. The firm must be capable of the following:
  - a. Independently gather and compile information from any available resources for the CDBG-DR Action Plan.
  - b. Knowledgeable of the Disaster Recovery Grant Reporting (DRGR) System.
  - c. Knowledgeable and familiar with the program requirements.
  - d. Capable of projecting budget cost and time completion deadlines.
  - e. Firm shall ensure that the action is approved by HUD.
  - f. Firm must be on-site to develop the Action Plan; and provide guidance and consultation to the NMHC on all CDBG-DR matters.
2. The firm shall have the following resources to ensure smooth and efficient progress of the consulting services for the CDBG-DR program implementation:
  - a. Experience and Qualified staff knowledgeable of HUD programs, most especially, the CDBG-DR program.
  - b. Firm is financially capable of carrying out the Scope of Services.
  - c. Firm shall provide equipment necessary to complete the Scope of Services.

3. The selected firm or company shall invoice the NMHC based on actual work done. All Invoices shall be accompanied by a detailed work report with the hours and resources spent. The firm must submit with this proposal their itemized cost for services.

### **C. Proposal Requirements:**

1. Firm or Company Profile:

Provide a letter of interest indicating the ability of the firm to provide the required services. This statement of interest shall include any information that is considered essential to the proposal. The name of the firm, and the names of persons authorized to make representations for the firm (include for each their title, address, email address, telephone and fax number). Provide the location of the office in which the work is to be performed, list of professional staff located in the office, list of support staff working in that office and their primary responsibilities, and include an organizational chart.

2. Firms or Company Team:

List of personnel names to be assigned to the management and consulting services for the CDBG-DR program. Project Managers, Coordinators, and Support Staff; and their specific responsibilities to ensure that the project is completed. In addition, provide resume for each personnel assigned.

3. Financial Capacity:

Firm must provide their financial capacity to ensure the project is completed on-time.

4. Experience:

Provide a narrative of services the firm has provided with the knowledge and familiarity of HUD programs, most especially, the CDBG-DR program. Provide a list of on-going and past consulting services with a detailed description of services of the firm's clients.

5. Statement of Qualifications:

Discuss the qualifications of your firm and include how your services will benefit the NMHC. Emphasis should be placed on the ability of your firm to provide efficient and prompt management and consulting services in ensuring the CDBG-DR Action Plan is approved by HUD. Provide examples that demonstrate the firm or company's ability in achieving efficient and prompt consulting services. Provide explanation of the firm's experience with HUD programs.

### **D. Evaluation Criteria:**

1. Qualification and Experience (40%): Professional background and key staff and personnel and demonstrated technical capability. Current and recently completed projects that substantiate the firms aptitude for similar project.
2. Organization and Capacity (40%): Capacity of the firm in handling and providing the required services.
3. Response to RFP (10%): Quality and completeness of the response to the requirement of this RFP.
4. Price (10%): Fee proposal shall not be considered in the selection of the most highly qualified firm.

The NMHC will negotiate a contract with the highest qualified firm at a cost determined to be fair and reasonable to the NMHC. If a fair and reasonable cost cannot be negotiated, negotiations shall be terminated and negotiations shall be undertaken with the next highest qualified firm until a fair and reasonable cost is agreed upon.

The Government reserves the right to reject any and all proposals and to waive any defects in the said proposals, if in the sole opinion of the NMHC, to do so would be in its best interest. All proposals will become the property of the Government.

#### **E. Contract Requirements:**

- Selected firm must be licensed to do business in the Commonwealth of the Northern Mariana Islands (CNMI).
- Firm shall be responsible for the following: applicable CNMI Taxes; Insurance; License Fees; Permitting Fees; and all other fees related in conducting business in the CNMI.
- Period of Performance: Contingent on funding availability the NMHC will utilize the firm services for up to one (1) year with the option to renew for another year; or the Completion of the CDBG-DR Action Plan and approved by HUD.
- Breach of Ethical Standard:
  - Gratuities. It shall be breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor. NMIAC 70-30.3-725 (a)
  - Kickback. It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order. NMIAC 70-30.3-725 (b)
  - Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. NMIAC 70-30.3-730 (a)

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer at (670)234-6866/9447, during regular business hours, 7:30 a.m. to 4:30 p.m. Monday through Friday, except CNMI Holidays. You may also request for information via email at [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net).



**SMALL, MINORITY, WOMEN-OWNED BUSINESS CONCERN REPRESENTATION**

The bidder/proposer represents and certifies as part of its bid/offer that it:

(a)  is,  is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b)  is,  is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least fifty-one (51%) percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c)  is,  is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least fifty-one (51%) percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least fifty-one (51%) of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(check the block applicable to you)

Black Americans  Asian Pacific Americans

Hispanic Americans  Asian Indian Americans

Native Americans  Hasidic Jewish Americans

**Bidder's/Proposer's Signature**

The undersigned bidder certifies that the information contained in this certification and representations is accurate, complete, and current.

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name & Mailing Address)

Telephone: \_\_\_\_\_

Fax No.: \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY**

Date: \_\_\_\_\_

PROJECT: \_\_\_\_\_

The bidder represents that he [ ] has, [ ] has not, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or the Secretary of Labor; that he [ ] has, [ ] has not, filed all required compliance reports, and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontractor awards.

Representative: \_\_\_\_\_  
(Print Name) (Signature)

Title: \_\_\_\_\_

Company: \_\_\_\_\_

(The above representation need not be submitted in connection with contracts or subcontracts that are exempt from the clause).



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**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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**PROJECT:**

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988.

In addition, this certification is a material representation of fact upon which reliance is placed when the Government determines to award the contract. If it is later determined that the contractor knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the Government, in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.

- A. The contractor certifies that it will provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing a drug-free awareness programs to inform employees about:
    - (1) The dangers of drug abuse in the workplace; and the contractor's policy of maintaining a drug-free workplace;
    - (2) Any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that such employee to be engaged in the performance of the work be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the contract, the employee will:
    - (1) Abide by the terms of the statement and notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five days after such conviction;
  - (e) Notifying the Government within ten days after receiving notice under subparagraph

(d) (1), with respect to any employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(1), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination; or requiring such employee to participate satisfactorily, complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. Insert in the space provided below, or include as a separate attachment, a list of the site(s) for the performance of work done in connection with the specific contract:

\_\_\_\_\_

Place of Performance (Street, Road, Village, Island)

**Contractor must specify all sites associated with the project ie., offices/project area(s) and surrounding sites.**

Representative:

\_\_\_\_\_

(Print Name) (Signature)

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_