

Date: 10/27/17  
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## 2017 CNMI Labor Force Survey

**RFP18-DOC/CSD-010**

The Department of Commerce's Central Statistics Division (CSD) is seeking a qualified contractor to assist in the processing, editing, tabulations and report write up of the 2017 Labor Force Survey.

Sealed proposals for this project shall be submitted with **one (1) original and four copies** to the Office of the Director of Procurement and Supply, located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill, **no later than 10:00 a.m., local time, Chamorro Standard Time, November 30, 2017** and must be marked **"RFP18-DOC/CSD-010."**

Proposals submitted by firms outside the Commonwealth of the Northern Marianas must be postmarked by the U.S. Postal Service or the official postal service of a foreign Country by **November 30, 2017** and mailed to the Office of the Director of Procurement and Supply to P.O. Box 510008 C.K., Saipan , MP 96950 and the proposal documents must be received at the Office of the Director of Procurement and Supply, located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill Saipan no later than the **close of business, December 11, 2017.**

Proposers outside the Commonwealth must notify the Director of Procurement and Supply, in writing, if they intend to submit a proposal in order to receive an additional seven (7) working days for receipt of the actual proposal documents. This notice of intent including name, contact details and a statement that they intend to submit a proposal may be sent in any mode of written communication including facsimile to (670) 664-1515 or e-mailed to [procurement@pticom.com](mailto:procurement@pticom.com) but must be received **no later than 10:00 a.m., local time, Chamorro Standard Time, November 30, 2017.** All prospective applicants who send their Notice of Intent by this date will receive a copy of all questions from other prospective applicants and the reply.

Procurement of these goods is made in accordance with NMIAC Section 70-30.3-210 of the CNMI Procurement Regulations. Proposals for the project will be evaluated based on the following criteria:

### **Selection Criteria:**

- 1). Qualifications of submitter **(25%)**
- 2). Quality and appropriateness of the statement of approach **(25%)**
- 3). Prior related work done within the past 10-15 years **(20%)**
- 4). Quality of the prior related work done **(20%)**
- 5). Cost **(10%)**

Technical merit and experience will be given greater importance than overall cost, and the Government deserves the right to award this RFP to a bidder other than lowest cost applicant. For proposals of equal merit, the overall cost will gain greater importance for a final decision.

Discussions may be conducted with applicants who submit proposals determined to be reasonably credible of being selected for award, for the purpose of clarification. Discussions may also be conducted and to ensure full understanding and fulfillment of solicitation requirements. Applicants shall be accorded fair and equal treatment with respect to any opportunity for discussion. Revision of proposals may be permitted after submission, and prior to award date for the purpose of obtaining the best final offer. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing applicants.

All responses to this RFP should take into account any and all taxes, including excise tax, which will become the obligation of the applicant awarded a contract. The applicant selected will be subject to a responsibility determination in conformance with NMIAC Section §70-30.3-245 of the CNMI Procurement and Regulations.

Award shall be made to the responsible offeror whose proposal conforms to the solicitation and is determined in writing to be the most advantageous to the Commonwealth taking into consideration price and the evaluation factors set forth in the Request for Proposals.

The proposals shall be evaluated and final selection will be made by the Secretary of Commerce and the Director of the Central Statistics Division.

  
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MARK O. RABAULIMAN  
SECRETARY OF COMMERCE

  
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HERMAN S. SABLAN  
DIRECTOR, P & S

**Scope of Work**  
**2017 CNMI Labor Force Survey**  
**RFP18-DOC/CSD-010**

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**Major Tasks:**

**Brief description of project:** Working with the CSD staff, the temporarily hired Labor Force office clerks and with close collaboration and under the supervision of the Director of the Central Statistics Division, the hired "Survey Technical Assistance Expert" will assist the Division to produce a report from the 2017 Labor Force Survey, train the CSD staff in data processing, data editing techniques, data analysis and interpretation skills using latest version of the MS Office Access, MS Power Business Intelligence application and other Statistical Analysis Tools and report writing formats and dissemination platforms, This survey project will produce the updated demographic report on the local population and housing as well as an estimate of the total CNMI population count by key data points/variables,

To produce the Final Labor Force Survey Report, the hired "Survey Technical Assistance Expert" will perform the following:

- Process and Edit survey data for final report write up,
- Produce tabular reports and charts/ graphs for final report write up,
- Analyze and make interpretations of survey data for final report write up,
- Translate and filter cleaned survey data into MS Power BI
- Develop Data warehouse and train CSD staff in using and maintaining it,
- Calculate and Produce CNMI's Unemployment & Employment Rate by Citizenship using US Census Bureau Conventions and Standards,
- Calculate and Produce CNMI's Per Capita Income, Family Income and Household Income using US Census Bureau's Conventions and Standards.
- Calculate and Produce CNMI's Poverty Status report using US Census Bureau Conventions and Standards.
- Produce a report on Occupational and Industry titles crossed by specific variables using latest US Standard Classifications.
- Produce other reports from the survey data on Education, Migration, Language, Birthplaces, Ethnicity, Citizenship, and other Housing Characteristics using US Conventions and Standards.
- Provide inhouse training for CSD staff on all facets of Survey Processing, Data Analysis and Report Writing -Including training on the MS Access, MS Power BI, MS Excel, and MS Word.
- Develop, foster and teach teamwork and interpersonal skills in a fast-paced, multitasked, professional statistical environment.

**Qualifications:**

**Desired knowledge/skill sets (include education level):** At least a Master's Degree holder from a US Accredited Institution -Degree must be in Statistics or Related fields such as social sciences degree in Sociology, Anthropology and Economics. Strong writing, analytical, and research skills are a must. Eligible applicants with the educational background, skills and mastery of the latest Microsoft Office and familiar with Microsoft SharePoint, has skills and mastery of data processing and analysis packages such as the Statistical Package for Social Sciences (SPSS) or the US Census Bureau's Census and Survey Processing Program (CSPPro) are strongly encouraged to apply.

**Proposals shall include the following:**

- 1). Proof of documents and College credentials of the Statistics field or the related field degree claimed.
- 2). Vitae of submitter
- 3). Statement of Approach
- 4). Sample of prior work done in similar nature to the project

**Project Completion Schedule:**

The period of this contract/work will be five months (5 months) commencing immediately after the contract is awarded. Work will be performed at the Department of Commerce's Central Statistics Division, Capitol Hill, Saipan.