



COMMONWEALTH of the NORTHERN MARIANA ISLANDS  
**PUBLIC SCHOOL SYSTEM**



PO BOX 501370, SAIPAN, MP. 96950 • TEL (670) 237-3061 • FAX (670) 664-3845

[www.cnmipss.org](http://www.cnmipss.org)

[www.facebook.com/cnmipss](https://www.facebook.com/cnmipss) | [www.instagram.com/cnmipss](https://www.instagram.com/cnmipss) | [www.twitter.com/cnmi\\_pss](https://www.twitter.com/cnmi_pss)

**BOARD**

Voting Members

Antonio L. Borja  
Chairperson

Herman M. Atalig, SGM (Ret)  
Vice Chairperson

Gregory P. Borja  
Secretary/Treasurer

Andrew L. Orsini  
Member

Maisie B. Tenorio  
Member

Non-Voting Members

Dora B. Miura, PhD  
Teacher Representative

Ronald Snyder, EdD  
Non-Public School Rep.

Student Representative

Alfred B. Ada, Ed.D  
COMMISSIONER OF EDUCATION  
[pss.coe@cnmipss.org](mailto:pss.coe@cnmipss.org)

**REQUEST FOR PROPOSALS**  
**PSS RFP 23-037**

**Sign Language and Interpreting Services for CNMI PSS Special Education Program**

The CNMI Public School System and the State Board of Education are soliciting competitive sealed proposals from individuals or firms interested in providing services for the **Sign Language and Interpreting Services for CNMI PSS Special Education Program**

The Scope of Work is available beginning **June 22, 2023** at the PSS Procurement & Supply Office, located at the PSS Central Office, Capitol Hill, Building 1206. The request may be sent via email to Mrs. Magiline Rena at [magiline.rena@cnmipss.org](mailto:magiline.rena@cnmipss.org) or Mrs. Vilma M. Castro at [vilma.castro@cnmipss.org](mailto:vilma.castro@cnmipss.org).

Questions must be in writing and addressed to Mr. Michael Jason A. Babauta, Chief Procurement & Supply Officer, and may be sent via email to [michael.jason.babauta@cnmipss.org](mailto:michael.jason.babauta@cnmipss.org) no later than **July 14, 2023 at 4:00 p.m.** Responses to questions will be no later than **July 18, 2023 at 4:30 p.m.**

Proposals must be placed in a sealed envelope marked **RFP 23-037** containing one (1) original and three (3) copies and submitted to the PSS Procurement & Supply Office in Capitol Hill, Bldg. 1206 no later than **July 24, 2023 at 04:30 p.m.** Any proposals received after the aforementioned date and time will not be accepted under any circumstances. The selected proposer will be subject to a Responsibility Determination pursuant to PSS Procurement Regulation §60-40-240.

The Public School System reserves the right to reject or cancel any and/or all proposals when such action is determined to be in the best interest of the Public School System.

/s/ Alfred B. Ada, Ed. D  
**Commissioner of Education**

/s/ Michael Jason A. Babauta  
**Chief Procurement & Supply Officer**

**STUDENTS FIRST**

All CNMI Public Schools are accredited by the North Central Association on Accreditation and School Improvement, an accreditation division of Cognia.

**PSS RFP23-037**  
**SIGN LANGUAGE INTERPRETING SERVICES**  
**SPECIAL EDUCATION PROGRAM**

**SCOPE OF WORK:**

**1. General Information and Statement of Need:**

As required by Part B of the Individuals with Disabilities Education Act, the Public-School System is required to locate, identify and serve all children with disabilities, 3 to 21 years old. *Students with Disabilities* are those who have been identified as having a disability by qualified individuals and who require special education and related services necessary to benefit from their special education as required by the Individuals with Disabilities Education Act of 2004. The Public-School System is required to make available a Free Appropriate Public Education to all students with disabilities from birth to 21 years old, including students who are Deaf and Hard of Hearing on Saipan, Tinian and Rota.

Total Number of Service Hours/Days needed: The PSS needs at least 210 days of sign language interpreting services to be provided to students on Saipan, Tinian, and/or Rota (180 instructional days and 30 days for Extended Year Services).

**2. Scope of Work and Service Deliverables**

All contractors will be required to perform the following scope of work:

- Provide as needed Sign Language and Interpreting Services at a quality acceptable to the Commissioner of Education to students who are DHH on Saipan, Tinian, and Rota in various schools throughout the Islands who require sign language interpreting services.
- Provide Sign language training as needed to teachers and teacher aides of students who are DHH on Saipan, Tinian, and Rota who require sign language interpreting services.
- Participate in Eligibility, IEP, and other meetings of students who are DHH on Saipan, Tinian, and Rota as needed if the student has been invited to attend the meeting.
- Provide sign language interpreting services as needed to students off campus for school and community events.

**3. Contractor Requirements (Qualifications of Contractors)**

1. A qualified contractor is defined as one that has a valid and current CNMI Business License; and
2. Must have knowledge and expertise in American Sign Language and deafness; and-
3. Must be proficient in American Sign Language; and

4. The proposer must provide evidence of experience providing Sign Language Interpreting Services as a quality acceptable to the Commissioner of Education; and
5. The proposer must adhere to and abide by all PSS Special Education policies, procedures and federal regulations specific to Part B (Special Education Program) of the Individuals with Disabilities Education Act. See attached Exhibit A *Contract Terms and Conditions*.
6. The Public-School System does not have a system of payments for early intervention and special education therefore the contractor may not charge any fees or use the public benefits or insurance of a child or parent to pay for any part of the interpreting services.
7. The contractor may not require a parent to sign up for or enroll in public benefits or insurance programs as a condition of receiving interpreting services.
8. The contractor must submit a monthly invoice. The invoice must include:
  - The school or other location the service was provided
  - The name of the student/s who required the service
  - The dates the service was provided
  - The time provided for the service
  - Signed by contractor
9. If services are provided to students on Rota and Tinian, the Contractor may bill for the service at the daily rates described below and bill for the cost of the airfare, per-diem and car rental at the PSS established rate. The Contractor shall be responsible for their own travel arrangements and expenses to Tinian and Rota.
10. The Instructional Day is a 7-hour day (8:30 to 11:30 and 12:30 to 4:30 with a 1-hour lunch period) OR (8:30 to 3:30 with no lunch period). For services to be provided outside the instructional day described above, the Contractor must request, in writing, approval from the Director of Special Education or designee, **prior** to performing the interpreting services beyond the 7-hour day.
11. Billable hours for half days of instruction are billed at the daily rate divided by 2. For example, half day Friday is billed at \$77.00 which is half of \$154.00, the daily rate.
12. Billable hours **beyond** the instructional day are billed the hourly rate of \$22.00, which is \$154.00 divided by 7 hours.
13. The Contractor is welcome to attend PSS scheduled events such as Professional Development Days, Education Day, however, PSS WILL NOT compensate the contractor for their participation in these events.
14. For services outside the instructional day, the Contractor must get prior approval from the Director of Special Education or designee, to perform interpreting services outside the instructional day which might include PSS hosted events. The Contractor may bill the hourly rate for services performed outside the instructional day. The Contractor is welcome to attend PSS scheduled events such as Professional Development Days, Education Day, however, PSS WILL

NOT compensate the contractor for their participation in these events.

**4. Performance Record:**

Proposers must submit documentation of work experience similar to the scope of work described in this RFP, specifically work with infants, toddlers and school age children with disabilities. Attach letters of recommendation or reference if necessary.

**5. Cost for Service and Funding Source**

The Contractors will be compensated at \$154.00 per 7-hour day, for up to 210 days (180 instructional days and 30 days for extended year service). These services will be funded with IDEA Part B (Federal Special Education) Funds.

The Contractors will maintain their time on a biweekly or monthly timesheet. The time sheet will indicate the daily time in and time out and will be submitted with the monthly invoice. A PSS school timekeeper will verify the daily time prior to the contractor submitting the timesheet with the invoice.

**6. Selection Process**

The proposals must address the entire scope of work and provide adequate information to address the evaluation criteria. The Public-School System will evaluate proposals based on the following evaluation criteria:

Scope of Work: The Scope of Work must describe, in sufficient detail, how the contractor will perform the tasks described above. (45 points)

Qualification of Individual/Firm – Describe your business/organization. Describe the office from which the work is to be performed including the number of professional staff by position title employed at that location (if any). Describe the range of activities performed by your business/organization. Describe your/your organization’s experience. List any affiliates and or/subcontractors (20 points);

Performance Record – Submit performance documentation for previous similar work specifically work with infants, toddlers and school age children with disabilities. Attach any letters of recommendation/reference, etc. (35 points);

**7. Proposal Evaluation Process:**

The Public-School System will select as soon as practicable the company or companies it believes will best provide these services to the Public-School System (PSS), Commonwealth of the Northern Mariana Islands.

A committee consisting of at least three (3) members will evaluate each part of the proposal in accordance to the PSS Procurement and Supply Office Standard Operating Procedures.

The Procurement and Supply Officer, through the concurrence of the Commissioner of Education, reserves the right to appoint additional members of the committee, or to appoint substitute members should any of the listed members be unable to complete their duties.

#### **8. Contract Period**

The contract will be for one (1) year and can be extended for an additional two (2) one (1) year periods based on mutual agreement of both parties.

**NOTE:** This RFP contemplates selecting multiple contractors for the services described above. It has been PSS' experience that multiple contractors are often necessary to meet the PSS demands for services. Consequently, this RFP requires contractors to submit proposals that conform to the above criteria which describe the number of services, per contract year, that each contractor can provide. PSS will then review all proposals and select multiple contractors for the services described if necessary. PSS will select contractors throughout the school year based on the availability of that contractor. Contractors will be paid in accordance with the attached rate for the services listed. PSS will do its best to distribute the work evenly among the selected contractors however, PSS reserves the right to select contractors who are immediately available to provide services. Thus, in addition to providing a proposal that meets the criteria listed in this RFP, the Contractor must also include the estimated number of "Standard Evaluations and Services" to be performed in a year.