



BOARD

Voting Members

Aschumar Kodep
Ogumoro-Uludong
Chairperson

Anthony
Dela Cruz Barcinas
Vice Chairperson

Antonio L. Borja
Secretary/Treasurer

Andrew L. Orsini
Member

Maisie B. Tenorio
Member

Non-Voting Members

Dora B. Miura, PhD
Teacher Representative

John S. Blanco
Non-Public School Rep.

Vinnie Juan Q. Sablan
Student Representative

PUBLIC SCHOOL SYSTEM



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

www.cnmipss.org | [CNMI Public School System](https://www.facebook.com/CNMI-Public-School-System) | [cnmipss](https://www.instagram.com/cnmipss)



Lawrence F. Camacho, Ed.D
COMMISSIONER OF EDUCATION
pss.coe@cnmipss.org

REQUEST FOR PROPOSAL

PSS RFP 25-053

CNMI PSS ELL Program Independent Contractors

The CNMI Public School System and the State Board of Education are soliciting competitive sealed proposals for the **CNMI PSS ELL Program Independent Contractors**.

The Scope of Work is available beginning **August 19, 2025** at the PSS Procurement & Supply Office located at the PSS Central Office, Capitol Hill, Building 1206, or you can download from the CNMI PSS Website at cnmipss.org/request-proposals-invitation-bids. Requests may also be sent via email to Mrs. Magiline Rena at magiline.rena@cnmipss.org or to Mrs. Melba Vilaga at melba.vilaga@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 no later than **August 27, 2025 at 4:30 p.m.** Response to questions will be no later than **August 29, 2025 at 4:30 p.m.** and can be viewed at cnmipss.org/request-proposals-invitation-bids by clicking to view Additional Information and Documents.

Proposals must be placed in a sealed envelope marked **PSS RFP 25-053** containing one (1) original with three (3) copies and submitted to the PSS Procurement & Supply Office in Capitol Hill, Bldg. 1206, no later than **September 03, 2025 at 02:00 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/ Lawrence F. Camacho, Ed D
Commissioner of Education

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

STUDENTS FIRST • EDUCATORS ALWAYS

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

REQUEST FOR PROPOSALS

PSS RFP25-053 CNMI PSS ELL Contractors FOR SCHOOL YEAR 2025/2026

Background:

The CNMI PSS Requires the services of two (2) ELL Contractors who have 10+ years of teaching experience working with students in small-group learning environments. The ELL teacher promotes language instruction in reading, writing, and speaking for students in collaboration with school principals, the ELL Program Manager, and other teachers. The ELL Contractor plans, designs, and develops lessons and learning interventions that align with the adopted ELA curriculum of the district. The ELL Contractor is also responsible for delivering and providing intervention services, reporting students' progress, and collaborating with regular classroom teachers and school administrators regarding instructions and students' progress to address the learning needs of ELL Students. The ELL Contractors must attend the ELL Monthly PLC, participate in ELL Professional Developments, and coordinate with the administrators/principals regarding ELL Parent meetings to be scheduled during the first two (2) months of the school year. Most importantly, the ELL Contractor must have an excellent command and mastery of the English language, and instruction of both the English language and Reading.

The CNMI Public School System (PSS) will contract with the ELL Contractors who are US citizens or have obtained resident alien status and are willing to work at the school to teach, plan, prepare instructional lessons and activities, and attend grade level meetings with a minimum of five (5) hours per day. The ELL Contractor is also willing to assess the ELL student body and teach reading, writing, speaking, or a combination of all to the list of students eligible for ELL services.

The ELL Program will utilize the Star Reading, ACCESS, WIDA Screener, SummitK12 and HMH Growth Measure computerized assessment programs to measure, track, and monitor student performance in reading, writing, and speaking. Eligible ELL students are students who are identified as having challenges in reading, writing, and/or speaking academic English. To determine eligible students, the ELL Contractor will identify a candidate student through the use of the Home Language Survey and create a Plan of Service for ELL students. Once these students are performing "At/Above Benchmark" set on the WIDA Screener domains by the end of the school year, they will be exited from the program. The expectations from the small group lessons and coaching by an ELL teacher will result in at least 5% of ELL students (assigned to the ELL teacher) speaking, reading, and writing at grade level by the end of the school year, with the remaining 95% of ELL students making significant growth as measured by Star Reading, Screener 1 & 2, and Growth Measure.

Proposed Model A

The ELL Contractor must be willing to provide instructional intervention of not less than five (5) classes with one (1) to fifteen (15) students per class with a minimum of 40-45 minutes per class from Tuesday to Friday following the public and/or private schools' instructional calendar. The rate of pay shall be \$3,000 per month prorated based on the total number of instructional days per month. The duration of the contract will start from mid of August 2025 (PSS first day of instruction) to May 2026. All the Mondays, days absent, and days with no instructional services provided to ELL students will be deducted based on the monthly prorated amount. Prorated deductions will also apply for the case of less than five (5) classes per day of instruction (rate per day divided by 5 classes) as well as less than one (1) students per class (rate per day divided by students). Each contracted ELL teacher must submit an updated business license, health certificate and is willing to work more than one school in reading and math or both when needed.

Proposed Model C

The ELL teacher must be willing to provide instructional intervention of not less than five (5) classes with one (1) to fifteen (15) students per class with a minimum of 40-45 minutes per class from Monday to Friday following the public and/or private schools' instructional calendar. The rate of pay shall be \$150 per day for days with instructional/intervention services provided to Title I students. The duration of the contract will start from mid of August 2025 (PSS first day of instruction) to May 2026. All days absent, intercession, holidays, and school breaks will not be paid. Pro-rated deductions will also apply for the case of less than five (5) classes per day of instruction (rate per day divided by 5 classes) as well as less than 1 students per class (rate per day divided by students). Each contracted ELL teacher must submit an updated business license, current year issued health certificate, and is willing to work more than one school in reading and math or both when needed.

PROJECT DESCRIPTION/OBJECTIVE:

Objective/Deliverables

ELL teachers provide support for students who are identified as English Language Learners in a variety of settings including co-teaching, small group instruction, and consultation on "Push-In", or "Pull-out" methods with classroom teachers, literacy coaches, special education teachers, or school administrators. ELL Contractors are allowed to teach after school in Reading, Listening, Speaking, or Writing with a minimum of 10 students, as per request from the school to the Federal Programs Office. ELL teachers are the language experts in the buildings where they serve and are expected to conduct classroom observations to ELL students in order to help teachers identify the students' learning needs. ELL Teachers are expected to evaluate, instruct, and improve English Level Proficiency (ELP) as well as serve as a resource to the school for English Language (EL) concerns during regular class sessions, after school or summer school programs. ELL Teachers report to the building principal on all matters, but coordinate with: the ELL Program Manager, Assessment Coordinator, classroom teachers, SPED teachers, counselors, support staff, the building administration, and the Federal Programs Officer through

the ELL Program Manager. In addition, The ELL Teacher will be willing to work at more than one school when needed upon the request of the ELL Program Manager and the approval of the School Principal.

Scope of Work and Duties of ELL Instructors:

- Collaborate and communicate with classroom teachers, principals, and staff to determine student needs and develop instructional goals and specific instruction objectives for each student selected for the ELL Program.
- Gather, analyze, and report ELL students' STAR Assessment data as a guide to assess the lingual deficiencies of the students, plan remediation in reading, writing, and speaking, and provide the best practice instructional strategies and research-based intervention to meet the learning needs of identified ELL students.
- Collaborate and communicate with school administrators, ELL Program Manager, classroom teachers, and parents as to the ELL student's progress, and/or areas that need improvement during mid-progress and every quarter.
- Develop and prepare lesson plans, create class activities, and select appropriate instructional learning strategies, material, and technology that reflect accommodation for individual student needs, and small group instruction.
- Plan, organize, and schedule ELL Parent orientation/meetings and quarterly mid-progress conferences in order to provide student feedback and discuss Plan of Service.
- Submits monthly, quarterly, and end of the year reports on a timely basis to the Federal Programs Office through the ELL Program Manager.
- Maintains and keeps records of students' performance data, monthly progress reports, students' STAR growth report, and end of the year reports, beginning and ending inventory of equipment/supplies, instructional resources, furniture & fixture, and technology to Federal Program Office through the ELL Program Manager.
- Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
- Attends ELL meetings, faculty meetings, and participates in school-level planning and professional development sessions.
- Coordinates and updates school principals, ARE Program Director, Senior Director for Curriculum and Instruction, Federal Program Officer, ELL Program Manager, and classroom teachers before exiting and adding of ELL students based on the students' WIDA and STAR assessment results.

- Maintains good relationships and establishes open lines of communication with ARE Program Director, Senior Director for Curriculum and Instruction, Federal Program Officer, ELL Program Manager, principals, parents, classroom teachers, and other staff members.
- Performs other related jobs required and/or directed by school principal, ARE Program Director, Senior Director for Curriculum and Instruction, and Federal Program Officer through the ELL Program Manager.

Selection of Vendor/ Contractor:

Conditions

The PSS will evaluate the contractor's products and performance monthly for each of the deliverables of the project. If the PSS, through the findings and recommendations of the Federal Program Officer, finds that the objectives/deliverables have not been met or that the service provided by the contractor has not been satisfactory; the PSS may terminate the services of the contractor. All monthly documents and/or reports produced by the contractor will remain the property of the PSS and may not be used in any form without the prior written approval of the Commissioner of Education. All monthly documents and/or reports submitted must be received in hard and electronic format.

KEY PERSONNEL:

It is essential that the contractor demonstrates that he/she is individually capable of and devoted to the successful accomplishment of the work to be performed under this contract. Once assigned to the work under the contract, the contractor may be relocated to a different public or private school based upon the needs of Title I students.

OWNERSHIP OF INFORMATION:

All ELL reports, and other outputs prepared by the contractor in performance of this agreement will be made available to the PSS. PSS has the exclusive right to reproduce, duplicate, disclose, and otherwise use all such products and reports made through this RFP.

All ELL students' information and data must be strictly confidential and should not be shared to any outside entities except to parents, school administrators, Senior Director for Curriculum and Instruction, ELL Program Manager, Federal Program Office, and relevant ARE Personnel

Project Description/Objective:

Proposals will be evaluated competitively based upon the information provided and contact with owners of previous projects. The point system below details the weight assigned to each task during the selection process:

1) Educational Qualifications of Individual Firms (20 points)

For purposes of evaluating qualifications, interested service providers are requested to provide the following minimum information:

- A description of the proposer's educational and professional background pertaining to literacy. Preferably with a bachelor degree in Education from a US-accredited university/college.
- A description of teaching experiences and knowledge of effective teaching methods, best instructional practices, and developmentally appropriate classroom intervention activities in different grade levels/subjects taught.

2} Relevant Experience/Performance/Record (30 points}

For purposes of evaluating the proposer's qualifications, interested proposers are requested to provide the following minimum information:

- Detailed history of 10+ years teaching experience.
- Letters of recommendation or other references (current). Include contact information, complete with names, addresses, and phone numbers.
- The Public School System (PSS) may contact references to obtain information pertaining to the previous performances and accomplishments of the proposer.
- Interested proposers may list any other information related to their experience/performance record not specifically requested herein. These may include evidence of student performance and growth, trend data, etc.
- For reapplying or returning ELL teachers: teaching experience and performance record will be based upon performance in providing the intervention services to the students and compliance as to the number of classes and number of students per class as stated in the Request for Proposal (RFP) for ELL Program. Performance records may also include ELL Contractor's attendance, submission of reports in a timely manner, evidence of student performance and growth, trend data, etc for school year 2025-2026.

3} Training, knowledge, and skills (20 Points}

- List of relevant professional development training on education assessment, literacy skills, teaching strategies and practices
- Knowledge of the various types of assessment programs adopted by PSS such as Renaissance, Achieve 3000, Growth Measure, WIDA SCREENER, ACCESS, etc.
- Excellent computer skills on the wide range of platforms employed by PSS such as Microsoft Office, Google Workspace, etc.
- Skills in data analysis and interpretation of students' assessment scores in reading, speaking, and writing.
- Excellent organization, communication (verbal and oral) and interpersonal skills.

- Thorough knowledge of the different instructional practices, methodologies, and techniques employed in the ELL classroom
- Excellent behavior and working attitude towards school administrators, teachers, students, parents, and federal/local agencies
- Reapplying or returning ELL Teachers will be evaluated based on the list of professional development/training attended statewide and schoolwide during the school year 2024/2025
 - o A copy of the professional development/meeting log sheet must be attached to the proposal.

4} Approach to the Project (30 points}

PSS will evaluate the extent to which the proposer's submission demonstrated/reflects a full understanding and perception of the goals, objectives and needs of PSS.

Approach to program implementation in the delivery of instructional services to students to meet high academic standards.

- Approach to high quality instruction to help students who are not meeting lingual benchmarks or are at risk of falling beneath grade level reading, writing, or speaking standards
- Approach to evaluating, analyzing, and reporting of ELL students' reading, writing, and speaking scores and growth trends over the school year.
- Approach to professional development/training in Reading, Writing, Listening, and Speaking.
- Approach to collaborating with the school principal, classroom teachers, and ELL Program Manager in the implementation and monitoring of instructional services provided to students.
- Approach to using and integrating technology in the delivery of instruction and application of best practices that work.
- Approach to 1) dealing with issues such as improving student attendance and engagement; **2)** Collaborating with school principal, classroom teachers, and the ELL Program Manager; and 3) Engaging parents and families in the ELL students' success.
- Approach to submission of monthly, quarterly, and end of year reports of students' performances in Reading, Writing, and Speaking.

5} Cost:

Price is not a factor as monthly payment rate and cost are fixed. PSS has 30 days to review and process payment of the invoices based on the date/time stamp of submission of completed timesheets to the Federal Programs Office. The contractor will be required to provide all insurance, including workers compensation insurance.

The following documents must be submitted as the appendices to the proposal: For New Proposers:

- Copy of the Bachelor Degree Diploma
- Verification of Employment
- Resume
- Police Clearance
- USS Passport or Green Card ID (xeroxed copy)
- Letters of recommendation from previous administrators or colleagues
- Medical certificate (to be submitted during the signing of the contract)
- Business License (to be submitted during the signing of the contract)

For Returning Proposers

- Police Clearance
- US Passport or Green Card ID (xeroxed copy)
- Letter of Recommendations (Current)
- Medical Certificate (to be submitted during the signing of the contract)
- Business License (to be submitted during the signing of the contract)
- PD/Meeting Log Sheet
- Summary chart of Monthly No. of Classes & Students
- Summary Chart of students' STAR Growth Report by Grade Level, SY 2024-25
- Summary Chart of STAR "Grade Level Category" Report by grade level, SY 2024-25
- ELL Teacher monthly attendance record

Contract Duration

Beginning of the date set in the Notice to Proceed and continuing for thirty days (30) calendar day renewals for a period of up to 9 1/2 months, to start from mid-August, 2025 (PSS First day of School) to May, 2026 based upon satisfactory performance as determined by the PSS Federal Programs Office. The contract may be renewed for up to two years based on satisfactory performance by the ELL teacher and the district's need for contract services. The renewal is optional; PSS is not obliged to renew.

Responsibility Determination:

Award will be made only to a proposer determined to be responsible pursuant to PSS PR Section 60-40-240.

Conditions: The PSS will evaluate the contractor's products and performance for each of the deliverables of the project. If the PSS finds that the objectives/deliverables have not been met or that the service provided by the contractor has not been satisfactory; the PSS may terminate the services of the contractor. All monthly documents and/or reports produced by the contractor will remain the property of the PSS and may not be used in any form without the prior written approval of the Commissioner of Education. All monthly documents and/or reports submitted must be received in hard and electronic format.