



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 25-055

Psychological Services for Special Education Program

The CNMI Public School System and the State Board of Education are soliciting competitive sealed proposals for the **Psychological Services for Special Education Program**.

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 **September 09, 2025 at 4:30 p.m.** Response to questions will be no later than **September 11, 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 25-055** 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 15, 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.

PSS RFP 25-055
Psychological Services
Special Education Program

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. Identification includes a comprehensive evaluation in the area of suspected disability. Comprehensive evaluations may include a psychological evaluations and assessments as determined appropriate or necessary. Upon parental consent to evaluate or re-evaluate, the PSS must conduct the evaluation with 60 days to determine if the child is a child with disabilities and, based on that disability, needs special education in order to receive an appropriate education.

Total Number of Psychological Evaluations needed: **Estimated number of 83 evaluations**

2. Scope of Work and Service Deliverables

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

1. Administer psychological, psychodiagnostic and developmental tests and other assessments to students referred to early intervention and or special education
2. Obtain, integrate and interpret information about a child's behavior, academic skills and family conditions related to the child's learning, mental health, and overall development.
3. Plan and manage a program of psychological services including psychological counseling for children and parents, family counseling, consultation on child development, parent training and education programs if appropriate or necessary.
4. Consult with other service providers, special education staff including related service providers, in planning intervention and school programs to meet the unique special educational needs of the child as indicated by psychological tests, interviews, direct observation, and behavioral evaluations.
5. Assists in developing positive behavioral intervention strategies, if appropriate or necessary.
6. Provide written evaluation and assessment reports with suggested diagnosis if appropriate or necessary
7. Participate in the evaluation and eligibility process and the development of Individualized Education Programs (IEP) for school age children as needed.

Written Reports:

1. Provide two (2) signed written reports (one original and one copy) with interpretation of the evaluation and assessment results written in a language understandable to the general public.
2. The written report should also include suggested diagnosis if appropriate or necessary and other information needed to assist with the determination eligibility for early intervention and or special education services and for program planning.

3. Written Report must be made available within 60 days of the receipt of the parental consent but in no case, later than the day of the eligibility or IEP meeting.

3. Contractor Requirements (Qualifications of Contractor)

Contractors must meet the following minimum requirements in order to be considered a qualified contractor. If any or all of these requirements are not met during the evaluation of contractor's proposal, the contractor's submission will be disqualified and the contractor will be notified in writing.

1. Be a qualified contractor defined as one that has a valid and current CNMI Business License, is a U.S. Licensed and Certified Psychologist, and maintains any other licensing requirements specific to the CNMI.
2. Must have knowledge and experience in psychological evaluations and developmental evaluations for children three to 21 years old. Must have demonstrated knowledge and experience working with children three to 21 years old in settings appropriate for this age group such as home, preschools, day care centers, school classrooms.
3. Must be knowledgeable in the IDEA evaluation, re-evaluation, eligibility and IEP process.
4. Must be knowledgeable in and adhere to all laws and requirements of the Individuals with Disabilities Education Act, the PSS BOE policies and procedures, and the Family Education Rights and Education Act (FERPA). See attached Exhibit A Contract Terms and Conditions.
5. Contractor must be able to attend and participate in all eligibility and IEP meetings relevant to the child evaluated if appropriate. If unable to participate, the contractor must ensure other IEP team members, including the parent, are informed of the psychological evaluation results and the team members are able to make appropriate decisions using the evaluation results.
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 psychological services, including evaluations and any services that may be provided.
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 psychological services including evaluations, reevaluations for any services that may be provided.
8. The contractor must submit an invoice as often as necessary but in no case more often than once a month. The invoice must include:
 1. The date of the evaluation or assessment
 2. The type of services; evaluation, assessment, counseling etc.

PSS RFP 25-055 Psychological Services for Special Education Program

3. Name, age, grade, school of the child
 4. Cost per service including 10% reduction of fee if PSS materials are used
 5. Signed by contractor
9. The contractor must provide their own testing materials, protocols, and copier. If PSS materials and copiers are used, contractor **must** reduce the service fee by 10%.
10. If evaluations or services are provided to students on Rota and Tinian, the Contractor may bill for the service per hour rates described below and bill for the cost of the airfare, per-diem and car rental at the PSS established rate.

4. Performance Record:

Proposers must submit documentation of work experience similar to the scope of work described in this PFP, 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 Fees for this service are funded with federal funds provided to PSS through the Individuals with Disabilities Education Act, Part B and/or Part C. The Public-School System will compensate the services at the following rates:

Standard Evaluations for Special Education Eligibility (Children 6 to 21 Years Old)	\$1,200.00
Psychodiagnostic Evaluation: Ability and Achievement	\$150.00 per hour
Standard Child Development Evaluations Eligibility (Children birth to 5 Years Old)	\$800.00
Psychological Counseling/Interventions	\$125.00 Per hour
Psychological Consultation with Providers	\$150.00 Per hour

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);**

PSS RFP 25-055 Psychological Services for Special Education Program

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 base on mutual agreement of both parties.

NOTE: This RFP contemplates selecting **multiple** contractors for the services described above. It has been PSS' experience that no one contractor is always available to meet our student's needs when they arise. Consequently, this RFP requires contractors to submit proposals that conform to the above criteria and which describes the number of services, per annum, that each contractor can provide. PSS will then review proposals and select multiple contractors for all services described. PSS will then select contractors throughout the school year based on the availability of that contractor. Contractors will then be selected and paid the attached rate for the services listed. PSS will do its best to distribute the work evenly among the selected parties but reserves the right to select that contractor who is immediately available to provide services. Thus in addition to providing a proposal that meets the criteria listed in this RFP, **ALSO INCLUDE** the number of "Standard Evaluations for Special Education Eligibility" or Psychodiagnostics Evaluation: Ability and Achievement" or other services you can provide in a year.